

MILFORD PUBLIC LIBRARY

BOARD OF TRUSTEES REGULAR MEETING

**Tuesday, November 28, 2023
7:00 PM**

1. Call to Order
2. Consent Agenda
 - 2.1. Approval of Minutes
 - 2.1.1. Regular Meeting: October 24, 2023
 - 2.2. Approval of Financial Reports and Invoices for October
 - 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 (Progress Report)
6. New Business
 - 6.1. TLN Check it Out (Reciprocity Agreement)
 - 6.2. Year End Budget Adjustments
 - 6.3. Salary and Wages Revision (Minimum Wage Increase)
 - 6.4. Carpet Cleaning
 - 6.5. Digital Information Display
 - 6.6. Rotary Club
 - 6.7. Policy 702 – Records Retention and Disposal Schedule
 - 6.8. MLA Conference Report
 - 6.9. 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 October 24, 2023 7:00 P.M.

Members Present: President Janet Keef, Vice-President Barbara Harris, Treasurer Donna Gramlich, Acting Secretary Kimberly Gutierrez, Trustee Jill Mondrush. 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: The Meeting was called to order at 7:00 PM by Janet Keef.

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

3. Approval of Amended Agenda: A motion to approve the amended agenda was made by Donna Gramlich and seconded by Jill Mondrush. 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 (Progress Report): There are two remaining items that need to be completed, and those will be completed in the spring. OHM will make payment in full to these contractors once the items have been completed satisfactorily.

5.2. Contract for Director: The fully revised contract/Employment Agreement was presented to the Board. Barbara Harris moved to approve the Director's Employment Agreement, Donna Gramlich seconded the motion. All were in favor, the motion carried.

5.3 Policy Revisions

5.3.1 Policy 403 Patrons: The revised policy, which provides clarity in the responsibility of Patrons was presented to the Board. Barbara Harris motioned to accept Policy 403. The motion was seconded by Kimberly Gutierrez. All were in favor, the motion carried.

5.3.2 Policy 500 Eligibility for Library Cards: This revised policy, which clarifies and updates eligibility for library cards was presented to the Board. A motion to approve Policy 500 was made by Kimberly Gutierrez and seconded by Barbara Harris. All were in favor, the motion carried.

6. New Business

6.1 Health Benefits Renewal: Renewal information for employee's health and dental insurance was presented to the Board. The renewal figures are below the amount budgeted for 2024. A motion to approve the renewal of Simply Blue PPO plan, with a \$1,600 deductible and staff option to contribute to a Health Savings Account (HAS) through payroll deductions as well as the Delta Dental plan was made by Donna Gramlich and seconded by Jill Mondrush. All were in favor, the motion carried.

6.2 Policy Revisions

6.2.1 Policy 800 Purchasing: This revision was made based on purchase authority of other libraries of similar size to Milford, as well as updates that were made to reflect current operations. A motion to approve Policy 800 revisions was made by Barbara Harris and seconded by Donna Gramlich. All were in favor, the motion carried.

6.2.2 Policy 431 Volunteers: Policy 431 has been updated to reflect State labor laws, which do not permit volunteers under the age of 14. In addition, the laws require all youth volunteers to have work permits. A motion to approve Policy 431 revisions was made by Kimberly Gutierrez and seconded by Donna Gramlich. All were in favor, the motion carried.

6.3 Copier Replacement: A quote to replace two of the library's aging copiers has been obtained from the current vendor, Applied Innovation. The benefits of having updated copiers were discussed, as was the projected savings in maintenance costs. Barbara Harris motioned to approve waiving purchasing policy to purchase 2 Ricoh MPC3510 Multi-Functional Devices at MITN bid pricing for 2024 at a total cost of \$14,915.82. The motion was seconded by Donna Gramlich. All were in favor, the motion carried.

6.4 Board Member Comments: Jill Mondrush applauded the Youth Department's "Paws for Reading" program. The program was very well received.

7. Communications: None.

8. Adjournment: A motion to adjourn was made by Donna Gramlich and seconded by Barbara Harris. All were in favor. At 7:57 PM the meeting was adjourned to November 28, 2023 at 7:00 PM.

Respectfully Submitted,

Kimberly Gutierrez
Acting Secretary

Mary VanDerworp
Recording Secretary

3:08 PM

11/14/23

Accrual Basis

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

	Oct 31, 23	Oct 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
001 • Cash-Checking/Sweep	1,389,667.01	221,982.23	1,167,684.78
003 • Certificates of deposit	192,079.10	192,079.10	0.00
004 • Imprest Cash	659.89	623.86	36.03
008 • Cash-Money market (HVSB)	211,698.37	206,590.56	5,107.81
017 • Investments (S/T)			
017.01 • Investments-Oakland County Pool	472,201.90	1,406,123.56	-933,921.66
Total 017 • Investments (S/T)	472,201.90	1,406,123.56	-933,921.66
Total Checking/Savings	2,266,306.27	2,027,399.31	238,906.96
Other Current Assets			
123 • Prepaid Expenses	38,124.33	44,386.44	-6,262.11
Total Other Current Assets	38,124.33	44,386.44	-6,262.11
Total Current Assets	2,304,430.60	2,071,785.75	232,644.85
TOTAL ASSETS	2,304,430.60	2,071,785.75	232,644.85
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
202 • Accounts Payable*	72,316.99	24,323.48	47,993.51
Total Accounts Payable	72,316.99	24,323.48	47,993.51
Other Current Liabilities			
228 • Due to State of MI	1,808.73	1,973.52	-164.79
229 • Due to Federal Government	5,928.07	6,120.46	-192.39
231 • Payroll deductions payable	299.84	314.47	-14.63
257 • Accrued Payroll	7,337.03	6,639.67	697.36
Total Other Current Liabilities	15,373.67	15,048.12	325.55
Total Current Liabilities	87,690.66	39,371.60	48,319.06
Total Liabilities	87,690.66	39,371.60	48,319.06
Equity			
370 • FB - Nonspendable prepaids	38,124.33	44,386.44	-6,262.11
375 • FB - Restricted-Nonexpendable	192,079.10	192,079.10	0.00
385 • FB - Assigned	802,650.00	803,000.00	-350.00
390 • Fund Balance-Unassigned	769,465.83	390,910.85	378,554.98
Net Income	414,420.68	602,037.76	-187,617.08
Total Equity	2,216,739.94	2,032,414.15	184,325.79
TOTAL LIABILITIES & EQUITY	2,304,430.60	2,071,785.75	232,644.85

Milford Public Library

Fund Balance

October 31, 2023

	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>12/31/2022</u>	<u>9/30/2023</u>	<u>10/31/2023</u>	<u>YTD Variance</u>
General Fund:						
Fund balance-Non spendable	\$ 37,518.63	\$ 45,985.99	\$ 41,793.99	\$ 40,572.33	\$ 38,124.33	\$ (3,669.66)
Restricted-Non expendable	192,079.10	192,079.10	192,079.10	192,079.10	192,079.10	\$ -
Assigned	75,289.00	387,177.00	803,000.00	802,650.00	802,650.00	(350.00)
Unassigned	584,131.39	380,533.44	393,503.30	767,017.83	769,465.83	\$ 375,962.53
YTD income (loss)	116,757.41	424,600.86	371,942.87	558,178.26	414,420.68	\$ 42,477.81

Fund Balance (Modified Accrual)	\$ 1,005,775.53	\$ 1,430,376.39	\$ 1,802,319.26	\$ 2,360,497.52	\$ 2,216,739.94	\$ 414,420.68
Modified accrual fund balance growth	13.5%	42.6%	26.0%	41.3%	27.6%	

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	390,122.43	439,388.72	\$ 236,715.35
YTD Dispositions (NBV)	-	-	-	-	-	\$ -
Depreciation	(100,052.00)	(102,179.12)	(104,951.86)	(80,250.00)	(89,166.67)	\$ 15,785.19
Ending Balance	662,439.49	672,380.67	770,102.18	1,079,974.61	1,120,324.23	\$ 350,222.05
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	\$ 3,419,837.32	\$ 3,316,429.36	\$ 764,642.73
Full accrual fund balance growth	8.2%	19.8%	22.4%	45.2%	35.8%	

Non-Spendable:

Prepaid Expenses	37,518.63	45,985.99	41,793.99	40,572.33	38,124.33	\$ (3,669.66)
Other	-	-	-	-	-	\$ -
\$	37,518.63	\$ 45,985.99	\$ 41,793.99	\$ 40,572.33	\$ 38,124.33	\$ (3,669.66)

Milford Public Library

Fund Balance

October 31, 2023

	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>12/31/2022</u>	<u>9/30/2023</u>	<u>10/31/2023</u>	<u>YTD Variance</u>
Restricted-Non expendable:						
Endowment Fund-Alta Tripp	27,579.25	27,579.25	27,579.25	27,579.25	27,579.25	\$ -
Endowment Fund-Carleton Tripp	164,499.85	164,499.85	164,499.85	164,499.85	164,499.85	\$ -
Other	-	-	-	-	-	\$ -
	<u>\$ 192,079.10</u>	<u>\$ 192,079.10</u>	<u>\$ 192,079.10</u>	<u>\$ 192,079.10</u>	<u>\$ 192,079.10</u>	<u>\$ -</u>
Assigned:						
Tax appeals	5,000.00	1,000.00	1,000.00	1,000.00	1,000.00	\$ -
Art sculpture	2,000.00	6,000.00	6,000.00	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	-	-	-	-	-	\$ -
	<u>\$ 75,289.00</u>	<u>\$ 387,177.00</u>	<u>\$ 803,000.00</u>	<u>\$ 802,650.00</u>	<u>\$ 802,650.00</u>	<u>\$ (350.00)</u>
Full Accrual Adjustments:						
Accrued unemployment	-	-	-	-	-	\$ -
Accrued sick pay	17,360.11	17,082.50	20,634.81	20,634.81	20,634.81	\$ -
Other	-	-	-	-	-	\$ -
	<u>\$ 17,360.11</u>	<u>\$ 17,082.50</u>	<u>\$ 20,634.81</u>	<u>\$ 20,634.81</u>	<u>\$ 20,634.81</u>	<u>\$ -</u>
General Fixed Assets Account Group (GFAAG):						
YTD Additions- Bldg/Land Improvement:	136,692.44	13,708.48	105,995.43	283,922.55	315,104.30	\$ 209,108.87
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	25,046.90	31,613.90	\$ 25,598.06
YTD Additions-Collections	63,921.56	78,790.06	89,843.10	68,202.98	79,720.52	\$ (10,122.58)
Total YTD Additions	<u>\$ 223,034.38</u>	<u>\$ 114,372.43</u>	<u>\$ 202,673.37</u>	<u>\$ 390,122.43</u>	<u>\$ 439,388.72</u>	<u>\$ 236,715.35</u>

3:40 PM

11/14/23

Milford Public Library

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

Accrual Basis

General Fund

	Oct 23	Jan - Oct 23	% YTD
Income			
400 • Revenue			
401 • Taxes revenue			
402 • Current real property taxes	0.00	1,556,996.95	0.0%
411 • Delinquent real property tax	0.00	41,135.92	0.0%
412 • Delinquent personal prop tax	423.16	471.32	89.8%
437 • Industrial Facilities Tax	0.00	7,423.20	0.0%
Total 401 • Taxes revenue	423.16	1,806,027.39	0.0%
539 • State grants			
540 • State Penal Fines	0.00	22,923.94	0.0%
569 • State Grants-other	0.00	17,330.46	0.0%
573 • Local stabilization share	0.00	141,382.40	0.0%
Total 539 • State grants	0.00	181,636.80	0.0%
600 • Charges for services			
626 • Services Rendered	0.00	19.00	0.0%
642 • Services-Sales	222.24	1,952.49	11.4%
Total 600 • Charges for services	222.24	1,971.49	11.3%
655 • Fines & forfeits			
655.01 • Fines/Fees/Lost Books/Cards	134.79	2,409.91	5.6%
Total 655 • Fines & forfeits	134.79	2,409.91	5.6%
664 • Investment income/rents			
665 • Interest Income	5,853.10	46,844.34	12.5%
Total 664 • Investment income/rents	5,853.10	46,844.34	12.5%
672 • Other revenue-general			
674 • Private contributions/donations	50.53	1,032.53	4.9%
689 • Cash over/short	0.00	-2.82	0.0%
672 • Other revenue-general - Other	0.00	851.43	0.0%
Total 672 • Other revenue-general	50.53	1,881.14	2.7%
Total 400 • Revenue	6,683.82	1,840,771.07	0.4%
Total Income	6,683.82	1,840,771.07	0.4%
Expense			
700 • Expenditures/expenses			
701 • Personnel services			
702 • Salaries	39,505.84	395,058.40	10.0%
703 • Wages-part time employees	13,971.26	120,007.13	11.6%
709 • Employer's Social Security	4,018.74	38,685.89	10.4%
718 • Health/dental insurance expense	4,867.99	49,031.05	9.9%
725 • Insurance-Workers Comp	0.00	981.00	0.0%
Total 701 • Personnel services	62,363.83	603,763.47	10.3%
726 • Supplies			
727 • Supplies-Office/general	917.51	12,974.36	7.1%
729 • Covid-19 response supplies	57.59	783.33	7.4%
730 • Collections Maintenance	119.74	5,476.56	2.2%
Total 726 • Supplies	1,094.84	19,234.25	5.7%
800 • Other services & charges			
801 • Professional Services	2,395.00	30,438.88	7.9%
804 • Automation			
804.1 • Electronic content delivery	2,935.34	27,740.06	10.6%
804 • Automation - Other	10,247.49	54,870.01	18.7%
Total 804 • Automation	13,182.83	82,610.07	16.0%
805 • TLN Central Services	750.05	4,747.70	15.8%
815 • Computer services	486.07	12,195.95	4.0%
820 • Waste & rubbish disposal	156.95	1,378.29	11.4%
850 • Communications	236.02	4,397.75	5.4%
861 • Transportation-mileage relmb	0.00	105.31	0.0%
880 • Community promotion			
881 • Adv. & Promotion	0.00	14,242.79	0.0%
Total 880 • Community promotion	0.00	14,242.79	0.0%
901 • Postage	0.00	2,726.02	0.0%
920 • Utilities			
921 • Utilities-Sewage	0.00	1,162.90	0.0%
922 • Utilities-Water	0.00	1,611.75	0.0%
923 • Utilities-Electric	6,150.58	59,299.32	10.4%
924 • Utilities-Natural gas	318.58	8,164.84	3.9%
Total 920 • Utilities	6,469.16	70,238.81	9.2%
930 • Land & building repair services	6,887.53	102,079.98	6.7%
955 • Miscellaneous	0.00	1.07	0.0%
960 • Property/ liability insurance	1,328.94	12,422.74	10.7%
965 • Professional development			
965.01 • Conferences	1,609.61	1,929.61	83.4%

Figures presented on modified accrual basis of accounting.

3:40 PM

11/14/23

Accrual Basis

Milford Public Library

Stmnt of Governmental Revenues & Expenditures-YTD Comparison

General Fund

	Oct 23	Jan - Oct 23	% YTD
965.03 - Memberships & dues	506.00	1,783.00	28.4%
965 - Professional development - Ot...	647.38	672.38	96.3%
Total 965 - Professional development	2,762.99	4,384.99	63.0%
967 - Project costs (programming_			
967-A - Programming - Adult	300.00	5,446.78	5.5%
967-O - Other Misc Communications	725.01	7,872.75	9.2%
967-YA - Programming - Teens	83.78	2,228.18	3.8%
967-YS - Programming - Youth Svcs.	263.98	6,445.89	4.1%
Total 967 - Project costs (programming_	1,372.77	21,993.60	6.2%
Total 800 - Other services & charges	36,028.31	363,963.95	9.9%
970 - Capital Outlay			
974 - Land improvements	31,181.75	309,273.23	10.1%
975 - Buildings & improvements	0.00	5,831.07	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	6,567.00	31,613.90	20.8%
982-A - Books - Adult	3,668.47	31,898.71	11.5%
982-YA - Books - Teens	493.41	4,428.73	11.1%
982-YS - Books - Youth Services	3,530.04	21,478.49	16.4%
985-A - Audio Visual - Adult	675.87	5,303.83	12.7%
985-YA - Audio Visual - Teens	0.00	1,156.54	0.0%
985-YS - Audio Visual - Youth Services	2,378.21	9,171.92	25.9%
986 - Periodicals	630.39	6,282.30	10.0%
Total 970 - Capital Outlay	49,125.14	439,388.72	11.2%
Total 700 - Expenditures/expenses	148,612.12	1,426,350.39	10.4%
Total Expense	148,612.12	1,426,350.39	10.4%
Net Income	-141,928.30	414,420.68	-34.2%

Figures presented on modified accrual basis of accounting.

4:14 PM
11/14/23
Accrual Basis

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

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Income				
400 · Revenue				
401 · Taxes revenue				
402 · Current real property taxes	1,556,996.95	1,556,000.00	996.95	100.1%
411 · Delinquent real property tax	41,135.92	40,000.00	1,135.92	102.8%
412 · Delinquent personal prop tax	471.32			
437 · Industrial Facilities Tax	7,423.20	7,000.00	423.20	106.0%
Total 401 · Taxes revenue	1,606,027.39	1,603,000.00	3,027.39	100.2%
539 · State grants				
540 · State Penal Fines	22,923.94	22,000.00	923.94	104.2%
569 · State Grants-other	17,330.46	17,300.00	30.46	100.2%
573 · Local stablization share	141,382.40	141,000.00	382.40	100.3%
Total 539 · State grants	181,636.80	180,300.00	1,336.80	100.7%
600 · Charges for services				
626 · Services Rendered	19.00	50.00	-31.00	38.0%
642 · Services-Sales	1,952.49	1,000.00	952.49	195.2%
Total 600 · Charges for services	1,971.49	1,050.00	921.49	187.8%
655 · Fines & forfeits				
655.01 · Fines/Fees/Lost Books/Cards	2,409.91	1,000.00	1,409.91	241.0%
Total 655 · Fines & forfeits	2,409.91	1,000.00	1,409.91	241.0%
664 · Investment income/rents				
665 · Interest Income	46,844.34	27,000.00	19,844.34	173.5%
Total 664 · Investment income/rents	46,844.34	27,000.00	19,844.34	173.5%
672 · Other revenue-general				
674 · Private contributions/donations	1,032.53	5,500.00	-4,467.47	18.8%
689 · Cash over/short	-2.82			
672 · Other revenue-general - Other	851.43	3,000.00	-2,148.57	28.4%
Total 672 · Other revenue-general	1,881.14	8,500.00	-6,618.86	22.1%
Total 400 · Revenue	1,840,771.07	1,820,850.00	19,921.07	101.1%
Total Income	1,840,771.07	1,820,850.00	19,921.07	101.1%
Expense				
700 · Expenditures/expenses				
701 · Personnel services				
702 · Salaries	395,058.40	474,600.00	-79,541.60	83.2%
703 · Wages-part time employees	120,007.13	192,500.00	-72,492.87	62.3%
709 · Employer's Social Security	38,685.89	51,040.00	-12,354.11	75.8%
716 · Defined cont ret plan expense	0.00	15,000.00	-15,000.00	0.0%
718 · Health/dental insurance expense	49,031.05	84,000.00	-34,968.95	58.4%
725 · Insurance-Workers Comp	981.00	1,300.00	-319.00	75.5%
Total 701 · Personnel services	603,763.47	818,440.00	-214,676.53	73.8%
726 · Supplies				
727 · Supplies-Office/general	12,974.36	18,500.00	-5,525.64	70.1%
729 · Covid-19 response supplies	783.33	5,000.00	-4,216.67	15.7%
730 · Collections Maintenance	5,476.56	10,000.00	-4,523.44	54.8%
Total 726 · Supplies	19,234.25	33,500.00	-14,265.75	57.4%
800 · Other services & charges				
801 · Professional Services	30,438.88	48,850.00	-18,411.12	62.3%
804 · Automation				
804.1 · Electronic content delivery	27,740.06	56,000.00	-28,259.94	49.5%
804 · Automation - Other	47,545.04	54,050.00	-6,504.96	88.0%
Total 804 · Automation	75,285.10	110,050.00	-34,764.90	68.4%

Figures presented on modified accrual basis.

4:14 PM

11/14/23

Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through October 2023

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
805 · TLN Central Services	4,747.70	7,000.00	-2,252.30	67.8%
815 · Computer services	12,195.95	24,700.00	-12,504.05	49.4%
820 · Waste & rubbish disposal	1,378.29	1,500.00	-121.71	91.9%
850 · Communications	2,337.40	4,600.00	-2,262.60	50.8%
861 · Transportation-mileage reimbs	105.31	2,000.00	-1,894.69	5.3%
880 · Community promotion				
881 · Adv. & Promotion	14,242.79	15,100.00	-857.21	94.3%
Total 880 · Community promotion	14,242.79	15,100.00	-857.21	94.3%
901 · Postage	2,726.02	4,500.00	-1,773.98	60.6%
920 · Utilities				
921 · Utilities-Sewage	1,162.90	2,000.00	-837.10	58.1%
922 · Utilities-Water	1,611.75	4,000.00	-2,388.25	40.3%
923 · Utilities-Electric	59,299.32	90,000.00	-30,700.68	65.9%
924 · Utilities-Natural gas	8,164.84	15,000.00	-6,835.16	54.4%
Total 920 · Utilities	70,238.81	111,000.00	-40,761.19	63.3%
930 · Land & building repair services	102,079.98	146,400.00	-44,320.02	69.7%
940 · Rent	0.00	10.00	-10.00	0.0%
955 · Miscellaneous	1.07	250.00	-248.93	0.4%
960 · Property/ liability insurance	12,422.74	16,000.00	-3,577.26	77.6%
964 · Refunds & Rebates	0.00	150.00	-150.00	0.0%
965 · Professional development				
965.01 · Conferences	1,929.61	2,000.00	-70.39	96.5%
965.02 · Travel	0.00	2,000.00	-2,000.00	0.0%
965.03 · Memberships & dues	1,783.00	3,000.00	-1,217.00	59.4%
965 · Professional development - Other	672.38	2,800.00	-2,127.62	24.0%
Total 965 · Professional development	4,384.99	9,800.00	-5,415.01	44.7%
967 · Project costs (programming_				
967-A · Programming - Adult	5,446.78	8,000.00	-2,553.22	68.1%
967-O · Other Misc Communications	7,872.75	10,800.00	-2,927.25	72.9%
967-YA · Programming - Teens	2,228.18	3,000.00	-771.82	74.3%
967-YS · Programming - Youth Svcs.	6,445.89	9,000.00	-2,554.11	71.6%
Total 967 · Project costs (programming_	21,993.60	30,800.00	-8,806.40	71.4%
Total 800 · Other services & charges	354,578.63	532,710.00	-178,131.37	66.6%
970 · Capital Outlay				
974 · Land improvements	309,273.23	171,800.00	137,473.23	180.0%
975 · Buildings & improvements	5,831.07	100,000.00	-94,168.93	5.8%
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	31,613.90	25,000.00	6,613.90	126.5%
982-A · Books - Adult	31,898.71	42,000.00	-10,101.29	75.9%
982-YA · Books - Teens	4,428.73	5,500.00	-1,071.27	80.5%
982-YS · Books - Youth Services	21,478.49	32,000.00	-10,521.51	67.1%
985-A · Audio Visual - Adult	5,303.83	8,000.00	-2,696.17	66.3%
985-YA · Audio Visual - Teens	1,156.54	1,300.00	-143.46	89.0%
985-YS · Audio Visual - Youth Services	9,171.92	11,600.00	-2,428.08	79.1%
986 · Periodicals	15,667.62	9,000.00	6,667.62	174.1%
Total 970 · Capital Outlay	448,774.04	436,200.00	12,574.04	102.9%
Total 700 · Expenditures/expenses	1,426,350.39	1,820,850.00	-394,499.61	78.3%
Total Expense	1,426,350.39	1,820,850.00	-394,499.61	78.3%
Net Income	414,420.68	0.00	414,420.68	100.0%

Figures presented on modified accrual basis.

4:09 PM
11/14/23

Milford Public Library
Check Detail
October 18 through November 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	15310	10/18/2023	Absopure Water Company	001.01 · Cash-Checking/Sweep (Flags...		-74.55
Bill	89007657	09/25/2023		727 · Supplies-Office/general	-74.55	74.55
TOTAL					-74.55	74.55
Bill Pmt -Check	15311	10/18/2023	Applied Innovation	001.01 · Cash-Checking/Sweep (Flags...		-264.33
Bill	239802	10/12/2023		727 · Supplies-Office/general	-264.33	264.33
TOTAL					-264.33	264.33
Bill Pmt -Check	15312	10/18/2023	Blue Cross Blue Shield of Michigan	001.01 · Cash-Checking/Sweep (Flags...		-4,479.28
Bill	Nov23	10/08/2023		718 · Health/dental insurance expense	-4,479.28	4,479.28
TOTAL					-4,479.28	4,479.28
Bill Pmt -Check	15313	10/18/2023	Demco, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-119.74
Bill	7374530	10/02/2023		730 · Collections Maintenance	-119.74	119.74
TOTAL					-119.74	119.74
Bill Pmt -Check	15314	10/18/2023	Huron Valley Chamber of Commerce	001.01 · Cash-Checking/Sweep (Flags...		-75.00
Bill	2024	10/16/2023		965.03 · Memberships & dues	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	15315	10/18/2023	Ingram Library Services	001.01 · Cash-Checking/Sweep (Flags...		-1,849.58
Bill	77999639	09/21/2023		982-A · Books - Adult	-128.33	141.15
Bill	78255654	10/08/2023		982-Y.S · Books - Youth Services	-302.33	302.33
Bill	78255655	10/08/2023		982-Y.S · Books - Youth Services	-58.29	58.29
Bill	78305466	10/11/2023		982-Y.S · Books - Youth Services	-825.44	825.44
Bill	78305465	10/11/2023		982-A · Books - Adult	-231.00	231.00
Bill	78346296	10/13/2023		982-Y.S · Books - Youth Services	-23.62	23.62
Bill	78346298	10/13/2023		982-A · Books - Adult	-32.39	32.39
Bill	78346297	10/13/2023		982-Y.S · Books - Youth Services	-19.78	19.78
Bill	78346295	10/13/2023		982-A · Books - Adult	-228.40	228.40
TOTAL					-1,849.58	1,849.58

4:09 PM
11/14/23

Milford Public Library
Check Detail
October 18 through November 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	15316	10/18/2023	Jani-King of Michigan, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-3,480.61
Bill	DET102300...	10/01/2023		930 · Land & building repair services	-3,480.61	3,480.61
TOTAL					-3,480.61	3,480.61
Bill Pmt -Check	15317	10/18/2023	John Wukovits	001.01 · Cash-Checking/Sweep (Flags...		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	15318	10/18/2023	Kanopy, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-75.65
Bill	367696	09/30/2023		804.1 · Electronic content delivery	-75.65	75.65
TOTAL					-75.65	75.65
Bill Pmt -Check	15319	10/18/2023	Library Network	001.01 · Cash-Checking/Sweep (Flags...		-2,162.91
Bill	72438	09/30/2023		730 · Collections Maintenance	-102.56	102.56
Bill	72545	09/30/2023		804 · Automation	-2,060.35	2,060.35
TOTAL					-2,162.91	2,162.91
Bill Pmt -Check	15320	10/18/2023	Midwest Tape	001.01 · Cash-Checking/Sweep (Flags...		-1,082.24
Bill	504430364	09/30/2023		804.1 · Electronic content delivery	-1,082.24	1,082.24
TOTAL					-1,082.24	1,082.24
Bill Pmt -Check	15321	10/18/2023	Rose Pest Solutions	001.01 · Cash-Checking/Sweep (Flags...		-86.00
Bill	31098063	10/02/2023		930 · Land & building repair services	-86.00	86.00
TOTAL					-86.00	86.00
Bill Pmt -Check	15322	10/25/2023	*Tina Hatch	001.01 · Cash-Checking/Sweep (Flags...		-700.85
Bill	102323	10/23/2023		965.01 · Conferences	-700.85	700.85
TOTAL					-700.85	700.85
Bill Pmt -Check	15323	10/25/2023	A-Train Tactical, LLC	001.01 · Cash-Checking/Sweep (Flags...		-1,500.00

4:09 PM
11/14/23

Milford Public Library
Check Detail
October 18 through November 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	101323-01	10/13/2023		801 · Professional Services 965 · Professional development	-1,000.00 -500.00	1,000.00 500.00
TOTAL					-1,500.00	1,500.00
Bill Pmt -Check	15324	10/25/2023	Baker & Taylor Books	001.01 · Cash-Checking/Sweep (Flags...		-2,059.83
Bill	2037806636	09/21/2023		982-A · Books - Adult	-77.31	77.31
Bill	2037808671	09/22/2023		982-Ys · Books - Youth Services	-51.30	51.30
Bill	037808672	09/22/2023		982-YA · Books - Teens	-35.28	35.28
Bill	2037808673	09/22/2023		982-Ys · Books - Youth Services	-609.52	609.52
Bill	2037821999	09/27/2023		982-YA · Books - Teens	-70.03	70.03
Bill	2037821998	09/27/2023		982-Ys · Books - Youth Services	-35.21	35.21
Bill	2037822000	09/27/2023		982-Ys · Books - Youth Services	-38.79	38.79
Bill	2037822001	09/27/2023		982-Ys · Books - Youth Services	-7.49	7.49
Bill	2037822002	09/27/2023		982-Ys · Books - Youth Services	-95.13	95.13
Bill	2037840410	10/09/2023		982-YA · Books - Teens	-51.78	51.78
Bill	2037840411	10/09/2023		982-YA · Books - Teens	-11.58	11.58
Bill	2037840412	10/09/2023		982-Ys · Books - Youth Services	-13.53	13.53
Bill	2037840409	10/09/2023		982-Ys · Books - Youth Services	-34.21	34.21
Bill	2037840413	10/09/2023		982-Ys · Books - Youth Services	-103.46	103.46
Bill	2037840414	10/09/2023		982-Ys · Books - Youth Services	-14.28	14.28
Bill	2037857193	10/12/2023		982-YA · Books - Teens	-11.58	11.58
Bill	2037857192	10/12/2023		982-Ys · Books - Youth Services	-42.82	42.82
Bill	2037857195	10/12/2023		982-Ys · Books - Youth Services	-24.92	24.92
Bill	2037857197	10/12/2023		967-Ys · Programming - Youth Svcs.	-3.59	3.59
Bill	2037857194	10/12/2023		982-Ys · Books - Youth Services	-49.18	49.18
Bill	2037857196	10/12/2023		982-Ys · Books - Youth Services	-523.86	523.86
Bill	2037877642	10/17/2023		982-A · Books - Adult	-154.98	154.98
TOTAL					-2,059.83	2,059.83
Bill Pmt -Check	15325	10/25/2023	Delta Dental Plan of Michigan	001.01 · Cash-Checking/Sweep (Flags...		-388.64
Bill	RIS000527...	11/01/2023		231 · Payroll deductions payable	-388.64	388.64
TOTAL					-388.64	388.64
Bill Pmt -Check	15326	10/25/2023	Detroit Historical Society	001.01 · Cash-Checking/Sweep (Flags...		-275.00
Bill	Prog110923	03/22/2023		967-A · Programming - Adult	-275.00	275.00
TOTAL					-275.00	275.00
Bill Pmt -Check	15327	10/25/2023	DTE Energy	001.01 · Cash-Checking/Sweep (Flags...		-6,469.16

4:09 PM
11/14/23

Milford Public Library
Check Detail
October 18 through November 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Oct23	10/18/2023		923 · Utilities-Electric 924 · Utilities-Natural gas	-6,150.58 -318.58	6,150.58 318.58
TOTAL					-6,469.16	6,469.16
Bill Pmt -Check	15328	10/25/2023	Gale/Cengage Learning	001.01 · Cash-Checking/Sweep (Flags...		-195.68
Bill	82801211	10/10/2023		982-A · Books - Adult	-116.96	116.96
Bill	82851490	10/18/2023		982-A · Books - Adult	-78.72	78.72
TOTAL					-195.68	195.68
Bill Pmt -Check	15329	10/25/2023	Goyette Mechanical	001.01 · Cash-Checking/Sweep (Flags...		-690.42
Bill	910163024	10/10/2023		930 · Land & building repair services	-356.67	356.67
Bill	910164727	10/20/2023		930 · Land & building repair services	-333.75	333.75
TOTAL					-690.42	690.42
Bill Pmt -Check	15330	10/25/2023	Grace Bur	001.01 · Cash-Checking/Sweep (Flags...		-63.31
Bill	101823	10/18/2023		967-YA · Programming - Teens	-63.31	63.31
TOTAL					-63.31	63.31
Bill Pmt -Check	15331	10/25/2023	Heather Wittrup*	001.01 · Cash-Checking/Sweep (Flags...		-36.64
Bill	102423	10/24/2023		967-YS · Programming - Youth Svcs.	-36.64	36.64
TOTAL					-36.64	36.64
Bill Pmt -Check	15332	10/25/2023	Mary VanDerworp	001.01 · Cash-Checking/Sweep (Flags...		-147.38
Bill	102423	10/24/2023		965 · Professional development	-147.38	147.38
TOTAL					-147.38	147.38
Bill Pmt -Check	15333	10/25/2023	Overdrive	001.01 · Cash-Checking/Sweep (Flags...		-848.82
Bill	01576CO23...	10/18/2023		804.1 · Electronic content delivery	-848.82	848.82
TOTAL					-848.82	848.82

4:09 PM
11/14/23

Milford Public Library
Check Detail
October 18 through November 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	15334	10/25/2023	Playaway Products LLC	001.01 • Cash-Checking/Sweep (Flags...		-1,386.85
Bill	443793	10/09/2023		985-YS • Audio Visual - Youth Services	-74.99	74.99
Bill	444428	10/19/2023		985-YS • Audio Visual - Youth Services	-1,199.93	1,199.93
Bill	444361	10/19/2023		985-YS • Audio Visual - Youth Services	-111.93	111.93
TOTAL					-1,386.85	1,386.85
Bill Pmt -Check	15335	10/25/2023	Quill Corporation	001.01 • Cash-Checking/Sweep (Flags...		-154.76
Bill	34975808	10/05/2023		727 • Supplies-Office/general	-97.17	97.17
				729 • Covid-19 response supplies	-57.59	57.59
TOTAL					-154.76	154.76
Bill Pmt -Check	15336	11/01/2023	AFLAC	001.01 • Cash-Checking/Sweep (Flags...		-231.95
Bill	558559	10/12/2023		231 • Payroll deductions payable	-231.95	231.95
TOTAL					-231.95	231.95
Bill Pmt -Check	15337	11/01/2023	Audio Sentry Corporation	001.01 • Cash-Checking/Sweep (Flags...		-200.00
Bill	52229S	10/24/2023		930 • Land & building repair services	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	15338	11/01/2023	Blackstone Publishing	001.01 • Cash-Checking/Sweep (Flags...		-7.95
Bill	2123637	10/18/2023		985-A • Audio Visual - Adult	-7.95	7.95
TOTAL					-7.95	7.95
Bill Pmt -Check	15339	11/01/2023	Flagstar	001.01 • Cash-Checking/Sweep (Flags...		-2,639.83
Bill	Oct23	10/20/2023		727 • Supplies-Office/general	-97.40	97.40
				804 • Automation	-473.00	473.00
				815 • Computer services	-194.40	194.40
				965.01 • Conferences	-908.76	908.76
				965.03 • Memberships & dues	-247.00	247.00
				967-YA • Programming - Teens	-12.99	12.99
				967-YS • Programming - Youth Svcs.	-175.46	175.46
				985-A • Audio Visual - Adult	-264.33	264.33
				985-YS • Audio Visual - Youth Services	-266.49	266.49

4:09 PM
11/14/23

Milford Public Library
Check Detail
October 18 through November 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-2,639.83	2,639.83
Bill Pmt -Check	15340	11/01/2023	Frontier	001.01 · Cash-Checking/Sweep (Flags...		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	15341	11/01/2023	GFL Environmental	001.01 · Cash-Checking/Sweep (Flags...		-156.95
Bill	0063126602	10/16/2023		820 · Waste & rubbish disposal	-156.95	156.95
TOTAL					-156.95	156.95
Bill Pmt -Check	15342	11/01/2023	Ingram Library Services	001.01 · Cash-Checking/Sweep (Flags...		-1,120.97
Bill	78391351	10/17/2023		982-A · Books - Adult	-135.88	135.88
Bill	78391352	10/17/2023		982-Y · Books - Youth Services	-11.16	11.16
Bill	78391353	10/17/2023		982-Y · Books - Youth Services	-10.61	10.61
Bill	78415600	10/18/2023		982-A · Books - Adult	-172.66	172.66
Bill	78415601	10/18/2023		982-Y · Books - Youth Services	-10.44	10.44
Bill	78415602	10/18/2023		982-A · Books - Adult	-12.82	12.82
Bill	78454010	10/20/2023		982-Y · Books - Youth Services	-37.50	37.50
Bill	78454009	10/20/2023		982-A · Books - Adult	-197.10	197.10
Bill	78454011	10/20/2023		982-Y · Books - Youth Services	-10.44	10.44
Bill	78496335	10/24/2023		982-A · Books - Adult	-18.86	18.86
Bill	78545112	10/26/2023		982-A · Books - Adult	-168.15	168.15
Bill	78545114	10/26/2023		982-A · Books - Adult	-12.39	12.39
Bill	78548249	10/26/2023		982-A · Books - Adult	-148.30	148.30
Bill	78545113	10/26/2023		982-Y · Books - Youth Services	-52.16	52.16
Bill	78545115	10/26/2023		982-Y · Books - Youth Services	-9.34	9.34
Bill	78548250	10/26/2023		982-Y · Books - Youth Services	-10.06	10.06
Bill	78548251	10/26/2023		982-Y · Books - Youth Services	-91.94	91.94
Bill	78548252	10/26/2023		982-Y · Books - Youth Services	-11.16	11.16
TOTAL					-1,120.97	1,120.97
Bill Pmt -Check	15343	11/01/2023	Library Network	001.01 · Cash-Checking/Sweep (Flags...		-9,771.96
Bill	73038	10/11/2023		804 · Automation	-612.20	612.20
Bill	73193	10/23/2023		804 · Automation	-8,700.96	8,700.96
Bill	73229	10/24/2023		805 · TLN Central Services	-458.80	458.80
TOTAL					-9,771.96	9,771.96
Bill Pmt -Check	15344	11/01/2023	OHM Advisors	001.01 · Cash-Checking/Sweep (Flags...		-31,181.75

4:09 PM
11/14/23

Milford Public Library
Check Detail
October 18 through November 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	68747	10/26/2023		974 · Land improvements	-7,000.00	7,000.00
Bill	68748	10/26/2023		974 · Land improvements	-24,181.75	24,181.75
TOTAL					-31,181.75	31,181.75
Bill Pmt -Check	15345	11/01/2023	Playaway Products LLC	001.01 · Cash-Checking/Sweep (Flags...		-724.87
Bill	444462	10/20/2023		985-YS · Audio Visual - Youth Services	-724.87	724.87
TOTAL					-724.87	724.87
Bill Pmt -Check	15347	11/01/2023	Frontier	001.01 · Cash-Checking/Sweep (Flags...		-105.84
Bill	Oct23	10/19/2023		850 · Communications	-105.84	105.84
TOTAL					-105.84	105.84
Bill Pmt -Check	15348	11/08/2023	AWE Acquisition, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-6,567.00
Bill	MILM12300...	10/30/2023		981 · Office equipment	-6,567.00	6,567.00
TOTAL					-6,567.00	6,567.00
Bill Pmt -Check	15349	11/08/2023	Blackstone Publishing	001.01 · Cash-Checking/Sweep (Flags...		-335.60
Bill	2125230	10/27/2023		985-A · Audio Visual - Adult	-215.14	215.14
Bill	2125201	10/27/2023		985-A · Audio Visual - Adult	-120.46	120.46
TOTAL					-335.60	335.60
Bill Pmt -Check	15350	11/08/2023	Clearly	001.01 · Cash-Checking/Sweep (Flags...		-130.18
Bill	INV555321	11/01/2023		850 · Communications	-130.18	130.18
TOTAL					-130.18	130.18
Bill Pmt -Check	15351	11/08/2023	Comstar Technologies fka Technology...	001.01 · Cash-Checking/Sweep (Flags...		-600.00
Bill	CW177702	11/01/2023		930 · Land & building repair services	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	15352	11/08/2023	Highland Supply Inc.	001.01 · Cash-Checking/Sweep (Flags...		-179.04

4:09 PM
11/14/23

Milford Public Library
Check Detail
October 18 through November 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	49976	10/31/2023		727 · Supplies-Office/general	-179.04	179.04
TOTAL					-179.04	179.04
Bill Pmt -Check	15353	11/08/2023	J.E. Strauss Consulting/CPA, LLC	001.01 · Cash-Checking/Sweep (Flags...		-1,395.00
Bill	2623	10/31/2023		801 · Professional Services	-1,032.00	1,032.00
				801 · Professional Services	-363.00	363.00
TOTAL					-1,395.00	1,395.00
Bill Pmt -Check	15354	11/08/2023	Petty Cash*	001.01 · Cash-Checking/Sweep (Flags...		-30.49
Bill	102923	10/29/2023		004.01 · Petty Cash	-30.49	30.49
TOTAL					-30.49	30.49
Bill Pmt -Check	15355	11/08/2023	T-Mobile	001.01 · Cash-Checking/Sweep (Flags...		-725.01
Bill	Oct23	10/25/2023		967-O · Other Misc Communications	-725.01	725.01
TOTAL					-725.01	725.01
Bill Pmt -Check	15356	11/15/2023	Absopure Water Company	001.01 · Cash-Checking/Sweep (Flags...		-66.45
Bill	89037157	10/18/2023		727 · Supplies-Office/general	-48.45	48.45
Bill	30378626	10/31/2023		727 · Supplies-Office/general	-18.00	18.00
TOTAL					-66.45	66.45
Bill Pmt -Check	15357	11/15/2023	Applied Innovation	001.01 · Cash-Checking/Sweep (Flags...		-363.56
Bill	2353622	11/09/2023		727 · Supplies-Office/general	-106.53	106.53
Bill	2353623	11/09/2023		727 · Supplies-Office/general	-113.12	113.12
Bill	2356468	11/13/2023		727 · Supplies-Office/general	-143.91	143.91
TOTAL					-363.56	363.56
Bill Pmt -Check	15358	11/15/2023	Detroit Historical Society	001.01 · Cash-Checking/Sweep (Flags...		-275.00
Bill	Prog042524	11/06/2023		123.01 · Prepaid programming expenses	-275.00	275.00
TOTAL					-275.00	275.00

4:09 PM
11/14/23

Milford Public Library
Check Detail
October 18 through November 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	15359	11/15/2023	Ingram Library Services	001.01 · Cash-Checking/Sweep (Flags...		-3,502.93
Bill	78201317	10/04/2023		982-Y.S · Books - Youth Services	-10.06	10.06
Bill	78201318	10/04/2023		982-A · Books - Adult	-67.62	67.62
Bill	78201319	10/04/2023		982-Y.S · Books - Youth Services	-19.23	19.23
Bill	78201320	10/04/2023		982-Y.S · Books - Youth Services	-10.42	10.42
Bill	78208155	10/04/2023		982-Y.S · Books - Youth Services	-4.95	4.95
Bill	78208156	10/04/2023		982-Y.S · Books - Youth Services	-12.24	12.24
Bill	78208157	10/04/2023		982-Y.S · Books - Youth Services	-27.91	27.91
Bill	78208158	10/04/2023		982-Y.S · Books - Youth Services	-16.22	16.22
Bill	78208159	10/04/2023		982-Y.S · Books - Youth Services	-21.96	21.96
Bill	78208160	10/04/2023		982-Y.S · Books - Youth Services	-16.47	16.47
Bill	78208161	10/04/2023		982-Y.S · Books - Youth Services	-8.78	8.78
Bill	78208162	10/04/2023		982-Y.S · Books - Youth Services	-9.87	9.87
Bill	78208163	10/04/2023		982-Y.S · Books - Youth Services	-26.96	26.96
Bill	78611198	10/31/2023		982-A · Books - Adult	-78.36	78.36
Bill	78611199	10/31/2023		982-Y.S · Books - Youth Services	-8.96	8.96
Bill	78650719	11/02/2023		982-A · Books - Adult	-1,599.53	1,599.53
Bill	78656441	11/02/2023		982-A · Books - Adult	-351.65	351.65
Bill	78656440	11/02/2023		982-Y.S · Books - Youth Services	-217.56	217.56
Bill	78656439	11/02/2023		982-Y.S · Books - Youth Services	-169.92	169.92
Bill	78650720	11/02/2023		982-Y.S · Books - Youth Services	-7.14	7.14
Bill	78735422	11/08/2023		982-A · Books - Adult	-125.47	125.47
Bill	78735423	11/08/2023		982-Y.S · Books - Youth Services	-10.44	10.44
Bill	78735424	11/08/2023		982-A · Books - Adult	-99.67	99.67
Bill	78756784	11/09/2023		982-A · Books - Adult	-103.02	103.02
Bill	78794686	11/12/2023		982-Y.S · Books - Youth Services	-310.91	310.91
Bill	78804119	11/13/2023		982-A · Books - Adult	-156.45	156.45
Bill	78804120	11/13/2023		982-Y.S · Books - Youth Services	-11.16	11.16
TOTAL					-3,502.93	3,502.93
Bill Pmt -Check	15360	11/15/2023	Jani-King of Michigan, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-3,480.61
Bill	DET112300...	11/01/2023		930 · Land & building repair services	-3,480.61	3,480.61
TOTAL					-3,480.61	3,480.61
Bill Pmt -Check	15361	11/15/2023	Kanopy, Inc.	001.01 · Cash-Checking/Sweep (Flags...		-73.95
Bill	372527	10/31/2023		804.1 · Electronic content delivery	-73.95	73.95
TOTAL					-73.95	73.95
Bill Pmt -Check	15362	11/15/2023	Library Network	001.01 · Cash-Checking/Sweep (Flags...		-3,495.00

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11/14/23

Milford Public Library
Check Detail
October 18 through November 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	73275	10/30/2023		123 · Prepaid Expenses	-3,495.00	3,495.00
TOTAL					-3,495.00	3,495.00
Bill Pmt -Check	15363	11/15/2023	Midwest Tape	001.01 · Cash-Checking/Sweep (Flags...		-1,087.65
Bill	504578046	10/31/2023		804.1 · Electronic content delivery	-1,087.65	1,087.65
TOTAL					-1,087.65	1,087.65
Bill Pmt -Check	15364	11/15/2023	MLA	001.01 · Cash-Checking/Sweep (Flags...		-510.00
Bill	16908	11/06/2023		965.03 · Memberships & dues	-85.00	85.00
Bill	16909	11/06/2023		965.03 · Memberships & dues	-85.00	85.00
Bill	16912	11/07/2023		965.03 · Memberships & dues	-85.00	85.00
Bill	16916	11/07/2023		965.03 · Memberships & dues	-85.00	85.00
Bill	16914	11/07/2023		965.03 · Memberships & dues	-85.00	85.00
Bill	16921	11/09/2023		965.03 · Memberships & dues	-85.00	85.00
TOTAL					-510.00	510.00
Bill Pmt -Check	15365	11/15/2023	Proquest LLC	001.01 · Cash-Checking/Sweep (Flags...		-1,564.67
Bill	70794811	11/01/2023		123 · Prepaid Expenses	-1,564.67	1,564.67
TOTAL					-1,564.67	1,564.67

Milford Public Library

Check Detail

October 18 through November 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	15346	11/01/2023	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

November 2023

SUGGESTION BOX AND RANDOM COMMENTS

From Heather Wittrup, Youth Services Librarian: We just got a nice compliment from name redacted's grandma name redacted. She thanked us for all the awesome things we do and said they are all great. Yay us!

From Online Suggestion Box: My suggestion is for better staff members. Every time I go into this library, the staff isn't the kindest and has a lack of customer service and solutioning. I unfortunately live close to this library but have a much more pleasant experience in Highland. After my recent visit, I am not sure I will be returning. *I replied to this person and apologized for her experience. I also asked for specific interactions, so that this could be discussed with staff. My email bounced as the email address provided was not valid. In addition, this patron was not found in the TLN patron database by the name provided.*

From Online Suggestion Box: For awareness, I have a disability and it takes me a little longer than most people to read. I am aware of this disability but was very upset after asking to re-check a book out when the staff member told me I "take too long to read." It is not intentional, I cannot help it. I wanted to bring this up for awareness since those words really hurt my feelings and I am not sure I want to go to this library again. Having perspective is important so perhaps giving some sensitivity training would benefit staff members. *I replied to this person, asking for more details (such as date and time or a staff member's name). I agreed that it is inappropriate for a staff member to make a comment such as the one mentioned in the complaint. However, I have not heard back with more details.*

(Please note that names are being redacted due to advice received at a Statewide Director's Meeting).

STAFF UPDATES

Shelver Tina Wilson has provided notice that she will work through the end of the year. The open position has been posted.

Grace Bur, Head of Youth & Teen Services expressed interest in attending the PLA Conference in Columbus, Ohio in April. She has applied for a continuing education stipend from the Library of Michigan, which if approved, would provide \$1,600 reimbursement to the library.

STAFF ANNIVERSARIES: November

Kelli Brendel, Youth Services, 7 years

Kristin Denman, Circulation Services, 5 years

STAFF ANNIVERSARIES: December

David Stokes, Adult Services Librarian, 16 years

STAFF ANNIVERSARIES: January

Karen Sparks, Adult Services Assistant, 2 years

BUILDING UPDATES

Holly Brandt, Milford Township Clerk, has informed me that they will not be placing an absentee ballot box and surveillance cameras at the library for elections in 2024: "We are still under the voter threshold requirement and the Michigan Bureau of Election's drop box program doesn't seem equipped to handle the massive statewide rollout at this time. I'm sure we will meet the threshold by 2026, so we will aim to work on this as we get closer to this timeframe."

TLN UPDATES

FRIENDS OF THE LIBRARY UPDATE

The FOL Board approved providing the funding for an AWE workstation for the Youth Department to replace one of our oldest workstations.

INCIDENT REPORTS

One incident of a child hitting there head on the corner of the Circulation Desk. The child's Mom indicated he was fine.

One incident of a patron using a hand sanitizer pump who got sanitizer in her eye. These small pumps sometime get clogged up, resulting in the pump not working correctly.

One incident of a patron upset that children were too loud and that staff won't enforce the policy on loud noise. I talked to this patron who was not happy with my explanation that public libraries are community gathering spots and are not silent any more. *I talked to Kyle Haning from Library Design Associates regarding the Group Study and Tutorial Rooms and if he had any ideas to buffer some of the noise. He will be making a proposal to add white noise machines to the rooms (He did this for a glass enclosed room at Clarkston Library and found that it did prevent noise from being heard in the room).*

One incident of a patron who thought his wife was in the restroom. Staff checked and she was not. She was found outside on a bench. The husband called 911 and police, fire, and EMTs showed up, but left shortly after. Staff were not involved in the incident.

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

October 24	Construction Progress Meeting
October 25	Webinar: Youth Employment Q&A
October 26	Shared Automation System Users Group
November 6	LibraryMarket Calendar Demo (potential replacement for Assabet Interactive Events and Room Reservation software)
November 7	Stronger Together: Navigating Community Engagement

Youth Services Report October 2023

Kelli started October finishing the first fall session of storytime. She then started working on plans for the next session of storytime which began the week of October 22. Kelli once again did Dance, Read and Play on Mondays and Bouncing Babies on Thursdays. Each storytime had a Halloween-themed day where the kids could wear their costumes.

Kelli added Halloween decorations to the existing fall decor that was in the youth department. She made two "not so scary" Halloween display cases and put Clifford in his Halloween costume. He was Mr. Incredible this year.

During the two-week break from storytime, Kelli had her Preschool Science program. She started the program by doing a few experiments for the kids, asking questions as she did them. The experiments included; Pop Rocks volcanoes in mini pumpkins, a lava lamp, dancing worms, and the most loved one, elephant toothpaste. Parents could take home a packet to do these at home too. Once done, kids moved around the room to the different science-themed stations/activities. They also enjoyed using the binoculars to go on a "nature hunt" around the room.

Kelli and Heather worked together on the Halloween Crafts and Play program. This was for ages 12 months to 5 years and kids were encouraged to wear costumes. Various crafts were put out for the kids to choose from, along with many different Halloween activities and games. The Halloween sensory bins were of course a big hit! Kelli began working on planning November programs, specifically Harvest Party.

Heather pulled books and put together 25 tween book boxes. The boxes contained a beaded corn craft as well as various activities and a gyroscope fidget toy. She created the cookie scavenger hunt for December, including the pictures to search for, the search sheets, and the signs.

She put on her Halloween Hullabaloo Evening Storytime for 23 kids and adults. She started her four-week session of Toddler storytime for the October/November session.

She began planning the Dinosaur Storytime she is doing in November on a Saturday and put together activities and crafts for the kids to do.

She placed a Launchpad order, including another math one as they have been extremely popular, and a Wonderbook (talking book) order, including a lot of easy readers and nonfiction.

Whitney hosted the Homeschool STEAM Club where the kids made a Halloween-themed tape resist painting project and also conducted a Candy Corn Science Investigation. In addition, Whitney had her first week of Alphabet Adventures Storytime. She also finalized the three puzzles for the Break-In Bags that the children needed to solve in order to open up the combination locks on their bags. Then, she filled the bags with the directions, puzzles, prizes, and evaluation sheets.

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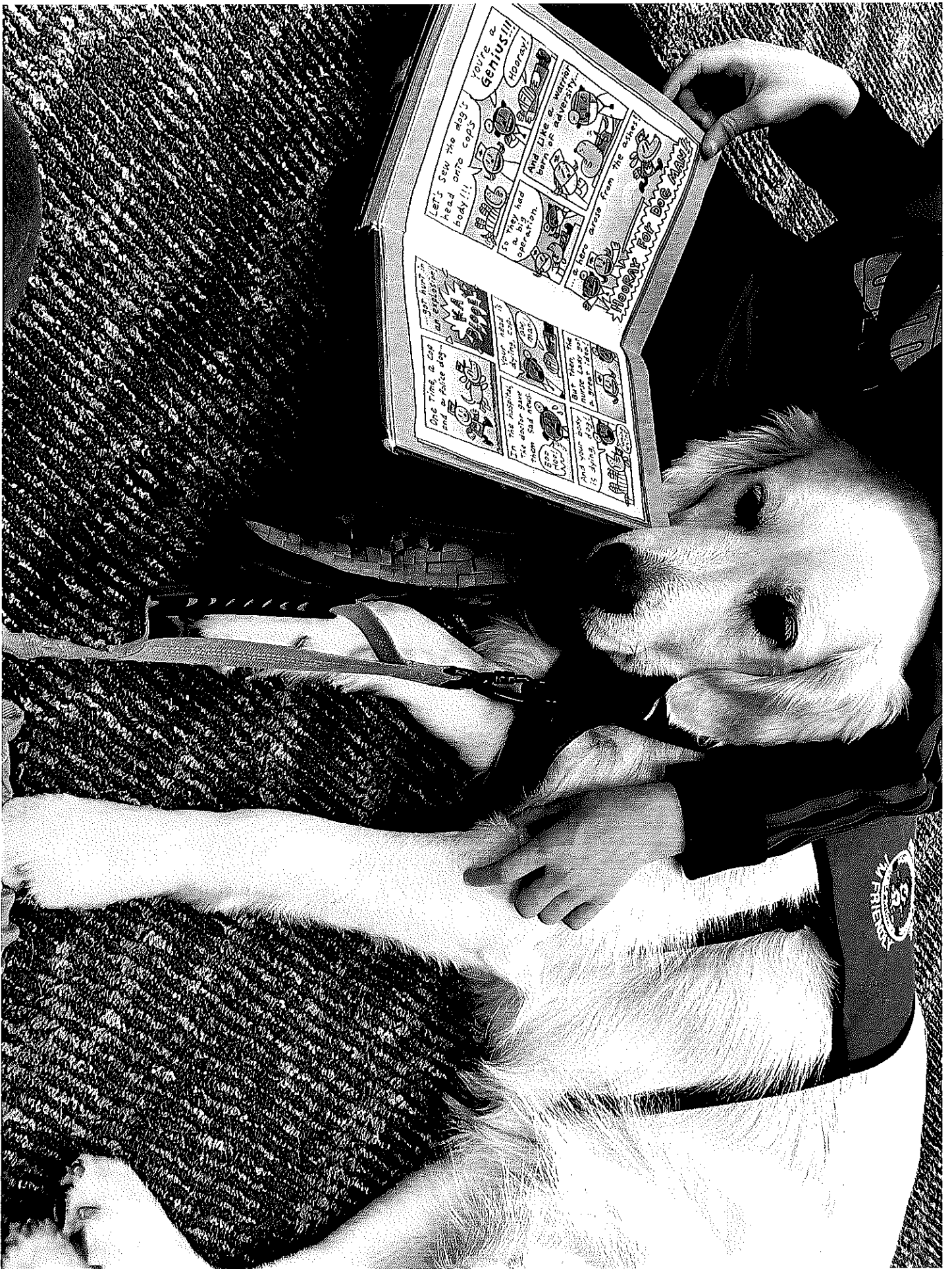
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10/12/2023	Paws for Reading	11
10/17/2023	Halloween Crafts & Play	44
10/17/2023	Homeschool STEAM	22
10/23/2023	Dance, Read & Play	29
10/24/2023	Terrific Toddlers	32
10/25/2023	Alphabet Adventures	14
10/26/2023	Bouncing Babies	19
10/26/2023	Halloween Hullabaloo ST	23
10/30/2023	Dance, Read & Play	18
10/31/2023	Terrific Toddlers	26
	Total	427

Respectfully Submitted by the Youth Department



Teen Services Report October 2023

There were three teen programs this month. The teen book box had 14 participants. Each teen was given a library book based on their responses to the book box questionnaire, stickers, Halloween candy, a Trick-or-Treat coloring sheet, a Halloween Party logic puzzle, instructions and supplies to create a spooky season model magic creation, and a rubix cube. Tween/Teen Spooky Slime was held in person with 15 total attendees (2 of which were teens). During this program participants used a variety of ingredients, such as liquid starch, water, glue, glitter, foam beads, and googly eyes to make their own ooey-goopy slimy concoctions. Finally The Teen Take & Make: Mini Pumpkin Painting had 11 participants. Each participant was given supplies to decorate a mini pumpkin, including paints, paint brushes, and a real mini pumpkin.

Our Teen Leadership Team volunteering program continued this month with a small break at the end of the month. In October, all 10 of our 11 registered volunteers came into the library to volunteer. They volunteered for a combined total of 16 hours and 41 minutes. They worked on projects like creating book displays, sorting and testing craft/program supplies, shelf reading, organizing/straightening up collections and displays, researching and compiling book display lists for future displays, creating recommendation lists of their favorite books, cleaning program supplies and toys, and compiling lists of items to potentially add to the teen collections. A break was taken at the end of the month in order to update some of the teen volunteering policies. In order to comply with the Youth Employment Standards Act, all volunteers at the Milford Public Library must be between the ages of 14-18, and they must have a proper work permit in order to volunteer. All volunteers younger than 14 (3) have been informed that they may volunteer again when they turn 14 with the proper work permit. All volunteers within the age range are currently in varying steps of the process toward obtaining their work permits. Three volunteers have obtained their permits and are back to volunteering.

Also in October, I continued promoting Teen events through Facebook and Instagram. I designed flyers and social media posts for all Teen events. I placed one Baker and Taylor order for books and two Amazon orders for craft kit and book box supplies. I planned volunteer tasks for October teen volunteers and supervised those volunteers, created a November volunteer schedule sign-up, communicated with Teen Leadership Team volunteers to sign up for hours in November, and started to plan volunteer tasks for November. I prepared the November Teen Book Boxes and made the October Teen Take & Make: Mini Pumpkin Painting kits. I also planned a week-long, midterm study hall program with the Huron Valley Community Coalition which will provide space for Milford teens to study in the community room during the week of midterms in January. There will also be snacks and de-stressing activities including art projects and therapy dogs! 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. I continued going through the Teen Fiction collection—adding new series stickers to each book when necessary. Finally, I weeded the Teen Audiobooks, Teen DVDs and Teen CDs and then shifted these collections to free up three empty bookcases.

Displays:

Horror
Mystery
Thrillers
Witchy Books

Respectfully Submitted by Meg Bruce

Adult Department Report

October 2023

Our monthly book discussion series continued in October with a discussion of *The Paris Library* by Janet Skeslien Charles. The theme of the fall 2023 series is City of Lights: Paris. 14 people attended this program on October 16

Mike Fornes was here on October 9 to discuss the Edmund Fitzgerald in story and song. Fornes talked about the crew members and their families in telling the story of one of the worst and most well-known Great Lakes shipwrecks. He also discussed the Gordon Lightfoot song *The Wreck of the Edmund Fitzgerald* and how the song came to be. 38 people attended this program.

Rev. Gerald Hunter presented a program on Haunted Michigan on October 18. Rev. Hunter, author of the Haunted Michigan series, spoke about paranormal activity throughout Michigan. 35 people attended this program on October 18.

The Area Agency on Aging 1B was here to discuss What's New with Medicare for 2024. A volunteer from the agency discussed the changes to the Medicare program for 2024 and what options there are for seniors. 21 people attended this program on October 19.

Local attorney Eric Ruth offered a seminar on estate planning for parents. Eric was available to answer questions about estate planning and help parents fill out and execute their will. 14 people attended this program on October 25.

Karin Boughey attended the fall Town Hall Meeting for our digital tv and movie service Kanopy. Kanopy unveiled a new ticket system on November 1, which gives patrons a clearer understanding of how many tickets they "spend" per month on their viewing choices. Most films are 1 ticket, major motion studio films are 2 tickets. Television series have a ticket price between 2 and 5 tickets based on the run-time of the program. Programs with run times of 6 or more hours require 5 tickets. Series with less run-time will require less tickets per month. Milford library patrons currently have 9 tickets per month to "spend" on Kanopy.

David Stokes conducted one outreach visit in October

Karin Boughey conducted two homebound visits in October.

Respectfully submitted.

Karin Boughey
Head of Adult Services

Stats At-A-Glance

CIRCULATION

Physical Items: 11,601

Digital Items: 3,634

SERVICES

Questions Asked & Answered Adult: 856 Youth & Teen: 477	Library Visits: 5,488
Room Bookings: 41	Computer Sessions: 449
Website Visits: 8,249	Wi-Fi Sessions: 717
Library Cards Issued: 60	Total Library Cards: 5,960

PROGRAMS

Youth Events: 17 Attendance: 427	Teen Events: 2 Attendance: 16	Adult Events: 6 Attendance: 133
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MILFORD PUBLIC LIBRARY
STATISTICS October 2023

CIRCULATION	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
PHYSICAL ITEMS				
Books	9,902	99,979	98,139	1.9%
Video	1,202	13,191	13,435	-1.8%
Audiobooks	360	2,830	2,086	35.7%
Music	135	1,426	1,364	4.5%
Other	2	14	7	0.0%
Total	11,601	117,440	115,031	2.1%

CIRCULATION	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
DIGITAL ITEMS				
E-books	1,168	11,778	11,294	4.3%
E-audiobooks	1,361	12,642	9,960	26.9%
E-music	10	129	138	-6.5%
E-video	110	1,089	897	21.4%
E-magazines	476	1,826	1,578	15.7%
Databases	500	4,102	1,980	107.2%
MI Activity Pass	9	92	76	21.1%
Total	3,634	31,658	25,923	22.1%
Total Circulation	15,235	149,098	140,954	5.8%

SERVICES	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
Visits	5,488	54,628	49,170	11.1%
Questions	1,333	14,916	13,662	9.2%
Room Bookings	41	285	151	88.7%
Computer Sessions	449	4,517	4,075	10.8%
Library Cards Issued	60	688	596	15.4%
Total Library Cards	5,960	5,960	6,100	-2.3%
Website Visits	8,249	95,321	97,307	-2.0%
WiFi Sessions	717	6,040	1,156	422.5%

PROGRAMS	Current Month	Year to Date	Prior Year to Date	Year to Date Percentage Change
Adult Programs	6	42	39	7.7%
Attendance	133	702	583	20.4%
Youth Programs	17	146	68	114.7%
Attendance	427	4,184	1,753	138.7%
Teen Programs	2	29	10	190.0%
Attendance	16	198	50	296.0%
Total Programs	25	217	117	85.5%
Total Attendance	576	5,084	2,386	113.1%



Check It Out with The Library Network

Anyone with a current library card from a participating library can walk in and borrow materials on site from another participating library in The Library Network. Your library card must be unrestricted and in good standing.

Please contact a library to find out if they participate and for specific participation details.

A list of participating libraries can be found online at:
[TLN.org/checkitout](https://www.tln.org/checkitout)

All libraries in The Library Network are encouraged to participate in the
Check It Out with The Library Network Reciprocal Borrowing Program.

The ***Check It Out*** with The Library Network Reciprocal Borrowing Program is a voluntary service whereby participating libraries agree to extend in-person borrowing privileges and services to the patrons of other participating libraries.

Per Michigan Public Act 89 of 1977, to be in a cooperative library, a local library shall loan materials to other libraries participating in the cooperative and maintain an open-door policy to the residents of the state. "Residents of the cooperative library's area are eligible to use the facilities and resources of the member libraries subject to the rules of the cooperative library plan."



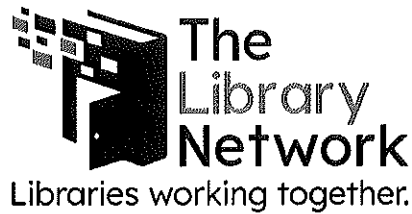
Check It Out with The Library Network Reciprocal Borrowing Program Policies

All participating libraries agree to the following:

- Participating libraries will provide check out of physical materials (at a minimum books), and access to all unrestricted materials, to anyone with an active library card issued from another participating library, ***subject to the policies of the library.***
- Participating libraries are encouraged to define as few local limitations as possible for this program, but all borrowing is ***subject to the policies set by the local library.***
- Participating libraries will provide **access to all unrestricted services and programs** to anyone with an active library card from a participating library.
- Participating libraries will alert TLN to any divergence from this policy which a library board may approve **that somehow greatly restricts some borrowing.**
- Participating libraries will alert TLN to any alleged or witnessed misuse of this program which needs to be addressed. TLN encourages libraries to openly participate. TLN may be contacted for compensation to replace any lost or damaged materials as needed, after all other local procedures for recovery of lost materials are exhausted.

A copy of this policy should be placed at all participating check out desks so that circulation workers are aware of the policy and know to honor cards from other participating libraries.

- A list of participating libraries can be found online at: [TLN.org/checkitout](https://www.tln.org/checkitout)
- In the context of operating as a cooperative library, circulation workers may attempt to contact a patron's card-issuing library to verify if a library card is active, if needed. A patron's card-issuing library, however, is not obligated or instructed to release any information about the patron's account.



Library Participation Authorization

Check It Out with TLN Reciprocal Borrowing

The _____ library is an official participant in the *Check It Out* with The Library Network Reciprocal Borrowing Policy on _____ (date).*

Participating Library

Authorizing Signature

Date

This participation in *Check It Out* with Reciprocal Borrowing will be considered perpetual until receipt of written termination from the participating library to TLN. A minimum of 90 days notice is to be provided for the library to complete phasing out of the *Check It Out* program with their current borrowers. **A library that does not receive state aid due to lack of local funding may be removed from the program until such time that local funding meets state aid requirements.**



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Please provide a summary of any restrictions that your library Board has placed on Reciprocal Borrowing for TLN library card holders that are different from your standard circulation policies:



Memo

To: Board of Trustees

From: Tina Hatch, Director

Date: November 9, 2023

Re: Year End Budget Adjustments

Since this meeting is the last before the end of the year, I am recommending the following motion be approved:

The Director may make customary adjustments at year-end to make sure no expenditure line items are in the negative.

I anticipate that some fund balance will need to be used due to the Community Room Sound and Projection Work and the Parking Lot/Sidewalk project.



Memo

To: Board of Trustees
From: Tina Hatch, Director
Date: November 7, 2023
Re: Carpet Cleaning

We are way overdue for carpet cleaning in the library. I have obtained quotes from 2 companies. Magnolia Service (located in Highland) and Hagopian Cleaning Services (located in Oak Park, recommended by Highland Library). I searched the library oriented "No Reservations Recommendations" website, but no carpet cleaners were listed.

1. Hagopian Cleaning Services
 - a. Carpet only - \$2,197
 - i. Optional Services
 1. Apply 3M Scotchgard +\$769
 2. Apply Botaniclean Disinfectant +\$769
 - b. Steam clean all upholstered seating - \$1,143
 - i. Optional Services
 1. Apply 3M Scotchgard +\$331
 2. Apply Botaniclean Disinfectant +\$331
2. Magnolia Service
 - a. Carpet only - \$4,862
 - i. Optional Services
 1. Apply Teflon Protectant +\$2,319.84

One of the difficulties we have with getting the carpet cleaned is the amount of times it takes for both the cleaning and drying time. Hagopian estimates that it will take 5-6 hours to clean the carpet. If done after closing on a Friday or Saturday, this means a staff person (likely me!) will need to be on site until at least 11pm. My past experience has been that it takes more time than estimated. I am recommending that we close on a Saturday so that the carpet cleaning can be completed during normal business hours. Because we don't open until 1pm on Sundays, this will allow sufficient time for the carpet and upholstered chairs to dry.

Highland Library indicates that they do have Hagopian apply Scotchgard, but do not opt for the disinfectant.

Recommendation: Approve quote from Hagopian to clean carpets and upholstered seating and apply Scotchgard to both. Approve closing on a Saturday for carpet cleaning to be applied, schedule to be coordinated with Hagopian. It is likely that we will not be able to get on the schedule until January.



Memo

To: Board of Trustees
From: Tina Hatch, Director
Date: November 9, 2023
Re: Digital Information Display

One of the items on our wish list is a new Digital Information Display for the lobby to replace our tiny lobby display (which is not working at this time as it would require a new computer). Every time I see the whiteboard with library programming on it, I feel we are stuck in 1980. Most libraries have some sort of large digital information display. Some reports I've found show that digital displays capture 400% more views than static displays. A dynamic display would allow us to present messages about upcoming programs, closures, and new services (and old for that matter). My preference is for a landscape display because staff are already making slides (for social media, etc) that are landscape and therefore, wouldn't have to recreate these slides for the digital display.

I have obtained quotes from 3 vendors:

1. Ash Media (new small company located in Linden) \$2,900
 - a. 43" HD Digital Signage with integrated stand (vertical view)
 - b. Includes installation, training, and 1 month tech support
2. SVT Technology Services and Solutions (Brighton) \$8,038.81
 - a. Floor mounted kiosk, portrait in white
 - b. 50" LED LCD with 4k Brightsign player
 - c. Installation and training included
3. MDIS (Royal Oak) \$5,950.20 (with optional Brightsign Controller)
 - a. 43" digital signage display including floor standing landscape kiosk
 - b. Brightsign player is optional (Brightsign player provides additional features not available with built-in player).
 - i. \$99 annual cost for some advanced features (but we do not need).
 - c. Installation and training included

Recommendation: Based upon previous work completed for us and the desire to have a horizontal view, I'm recommending approval of the proposal from MDIS for a digital information display.

Policy: 702
Subject: Records Retention and Disposal Schedule
Reviewed: 04/10/2010, 10/26/2023
Approved: 04/26/2005
Revised:

1. Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs.
2. To ensure that records of the Milford Public Library are retained and disposed of according to law, Michigan General Retention Schedule #17 is incorporated as policy. http://www.michigan.gov/documents/hal_mhc_rms_gs17_114359_7.pdf
 - a. Updates to the Michigan General Retention Schedule #17 do not require Board approval.



Memo

To: Board of Trustees
From: Tina Hatch, Director
Date: October 30, 2023
Re: MLA Conference Report

I attended the MLA Conference in Kalamazoo from October 17-20. Below is a brief summary of some of the sessions I attended during the conference.

Opening Keynote - How Libraries Foster Authorship with Abra Berens: Michigan Author Abra Berens described how libraries helped her when writing her cookbooks. Mostly a question and answer session, unlike most keynotes.

Thursday Keynote – Writing the Righteous Fight: Why “Controversial” Books Must Remain on Library Shelves with Ellen Hopkins: This was a good keynote address with Author Ellen Hopkins alternating between showing video of attempts to ban her books and reading letters from readers impacted by her stories.

Award Dinner: A nice dinner with great conversation at my table. This was a late evening, so I left after dinner and before the awards were handed out.

Spelling Bee Luncheon: The spelling bee was fun to watch (I didn't participate because spellcheck has ruined me!).

ALA Policy Corps Panel on Intellectual Freedom: As the title implies, a panel discussion on censorship in libraries.

Worthwhile Breakout Sessions

Jumpstart Your Strategic Planning Process: A discussion about different ways to approach the strategic planning process, especially when nobody want to start the process. Getting buy-in from staff is the hardest part. Important that plans tend to have shorter durations these days (3 years) due to being in a time of rapidly accelerating disruption (especially with technology).

Reimagining Your Emergency Action Planning: Presented by Aaron Witt of A-Train Tactical (who prepared our Emergency Action Plan. Our cover page and floor plan were featured during Aaron's presentation.

The Power of Play: Playful Programming for ALL Ages: Presented by staff of the Muskegon Area Libraries. Discussion of the importance of free play (the libraries have play groups during off weeks for storytimes. One great idea I heard was "Puzzle Races." The library buys multiple copies of the same puzzle and teams race to see who can finish the puzzle the fastest!

What's All This Then? Explaining Censorship to Patrons: Concern that patrons only read the headlines, so when confronted we need to be able to explain collection development and the fact that libraries serve their entire community. Professionals are selecting materials and Parents are solely responsible for monitoring their OWN children's reading/viewing materials.

Exhibits: Smaller than in the past. I had some conversations with Kyle Haning of Library Design Associates regarding shelving, display lighting, and seating.

Thanks for the opportunity to attend the MLA Conference. Next year, the Conference is in Traverse City.