

**MILFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING**

**Tuesday, June 26, 2018**

**7:00 PM**

**AGENDA**

1. Call to Order
2. Consent Agenda
  - 2.1. Approval of Minutes
    - 2.1.1. Regular Meeting: May 22, 2018
  - 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. Newsletter
  - 5.2. Staff Salaries and Wages
6. New Business
  - 6.1. Audit Presentation
  - 6.2. CARL Migration
  - 6.3. Open Forum
7. Communications
  - 7.1. None
8. Adjournment

**MILFORD TOWNSHIP LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**Tuesday, May 22, 2018 7:00 p.m.**

**Members Present:** Keef, Harris, Clemens, McMunn, Gramlich and Weeks. Also present, Director Hatch and Jeanne Brown to record the minutes.

1. **Call to Order:** President Keef called the meeting to order at 7:00.
2. **Consent Agenda:** Harris moved to approve the Consent Agenda, McMunn seconded. Motion carried.
3. **Approval of Agenda:** Harris moved to approve the Agenda, as amended, Gramlich seconded. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
  - 5.1. **Newsletter:** Director Hatch mentioned the RFP for a newsletter is almost ready and asked if the board members wanted to see the request prior to distribution. Discussion regarding newsletter. Board does not need to approve RFP prior to distribution.
6. **New Business:**
  - 6.1. **Staff Salaries and Wages:** Director Hatch provided a memo including a recommendation regarding wage adjustments. Harris motioned to approve recommendation as presented, Clemens seconded with a change to include an increase for Director's wages. Motion carried with changes.
  - 6.2. **Property and Liability Insurance Renewal:** Director Hatch presented a memo with a recommendation to renew policy as is. Weeks moved to renew policy as recommended, Gramlich seconded. Motion carried.
  - 6.3. **Outside Lighting Repair Proposals:** Director Hatch discussed and provided quote for outside lighting repairs. Discussion regarding proposals. Board requested additional proposals. Director Hatch will pursue additional quotes.
  - 6.4. **Open Forum:** Discussed "Lucky Day" collection.
7. **Communications:**
  - 7.1. None.
8. **Adjournment:** Weeks moved to adjourn, Clemens seconded. Motion carried. Meeting adjourned at 7:42 p.m.

Respectfully submitted,

Marianne McMunn  
Secretary

**Milford Public Library**  
**Governmental Fund Balance Sheet-General Fund**  
 As of May 31, 2018

	May 31, 18	May 31, 17
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
100 · Cash on Hand	546.11	605.00
102 · Flagstar Checking	101,427.70	97,372.40
110 · Endowment Fund - Alta M. Tripp	27,579.25	27,579.25
112 · Carlton Tripp Endowment Fund	164,499.85	164,499.85
113 · Investments	1,018,449.43	913,620.39
<b>Total Checking/Savings</b>	1,312,502.34	1,203,676.89
<b>Other Current Assets</b>		
150 · Prepaid Expenses	50,572.50	48,646.89
<b>Total Other Current Assets</b>	50,572.50	48,646.89
<b>Total Current Assets</b>	<b>1,363,074.84</b>	<b>1,252,323.78</b>
<b>TOTAL ASSETS</b>	<b>1,363,074.84</b>	<b>1,252,323.78</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
200 · Accounts Payable*	22,156.77	20,330.97
<b>Total Accounts Payable</b>	22,156.77	20,330.97
<b>Other Current Liabilities</b>		
260 · Employee Benefits Payable	0.00	128.48
205 · Accrued Payroll	4,353.21	3,336.58
258 · Fed W/H Taxes Payable	7,193.43	0.00
259 · State W/H Taxes Payable	1,888.03	0.00
<b>Total Other Current Liabilities</b>	13,434.67	3,465.06
<b>Total Current Liabilities</b>	35,591.44	23,796.03
<b>Total Liabilities</b>	35,591.44	23,796.03
<b>Equity</b>		
300 · General Fund Balance	678,793.38	550,373.37
<b>Net Income</b>	648,690.02	678,154.38
<b>Total Equity</b>	1,327,483.40	1,228,527.75
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,363,074.84</b>	<b>1,252,323.78</b>

**Milford Public Library**

Fund Balance

May 31, 2018

	<u>12/31/2016</u>	<u>12/31/2017</u>	<u>4/30/2018</u>	<u>5/31/2018</u>	<u>YTD Variance</u>
<b>General Fund:</b>					
Fund balance-Non spendable	\$ 26,146.37	\$ 24,716.61	\$ 39,741.16	\$ 50,572.50	\$ 25,855.89
Restricted-Non expendable	192,079.10	192,079.10	192,079.10	192,079.10	-
Assigned	83,538.14	86,090.64	86,090.64	86,090.64	-
Unassigned	280,250.81	247,487.02	360,882.48	350,051.14	102,564.12
YTD Income (loss)	(31,641.05)	128,420.01	745,368.78	648,690.02	520,270.01
<b>Fund Balance (Modified Accrual)</b>	<b>550,373.37</b>	<b>678,793.38</b>	<b>1,424,162.16</b>	<b>1,327,483.40</b>	<b>648,690.02</b>
<b>General Fixed Assets Account Group (GFAAG):</b>					
Beginning Balance	546,757.24	588,242.09	588,242.09	588,242.09	-
YTD Additions	161,175.58	81,099.02	37,322.79	48,138.35	(32,960.67)
YTD Dispositions (NBV)	-	-	-	-	-
Depreciation	(119,690.73)	(109,041.00)	(36,347.00)	(45,433.75)	63,607.25
Ending Balance	588,242.09	560,300.11	589,217.88	590,946.69	30,646.58
Full Accrual Adjustments	(14,867.42)	(13,187.51)	(14,867.42)	(14,867.42)	(1,679.91)
<b>Fund Balance (Full Accrual)</b>	<b>\$ 1,123,748.04</b>	<b>\$ 1,225,905.98</b>	<b>\$ 1,998,512.62</b>	<b>\$ 1,903,562.67</b>	<b>\$ 677,656.69</b>

**Milford Public Library**

Fund Balance

May 31, 2018

	<u>12/31/2016</u>	<u>12/31/2017</u>	<u>4/30/2018</u>	<u>5/31/2018</u>	<u>YTD Variance</u>
<b><u>Non-Spendable:</u></b>					
Prepaid Expenses	26,146.37	24,716.61	39,741.16	50,572.50	25,855.89
Other	-	-	-	-	-
	<u>26,146.37</u>	<u>24,716.61</u>	<u>39,741.16</u>	<u>50,572.50</u>	<u>25,855.89</u>
<b><u>Restricted-Non expendable:</u></b>					
Endowment Fund-Alta Tripp	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	-
Other	-	-	-	-	-
	<u>192,079.10</u>	<u>192,079.10</u>	<u>192,079.10</u>	<u>192,079.10</u>	<u>-</u>
<b><u>Assigned:</u></b>					
Tax appeals	5,000.00	5,000.00	5,000.00	5,000.00	-
Art sculpture	2,000.00	2,000.00	2,000.00	2,000.00	-
Building improvements	49,018.86	49,018.86	49,018.86	49,018.86	-
Technology improvements	13,367.28	13,367.28	13,367.28	13,367.28	-
Collections development	5,000.00	5,000.00	5,000.00	5,000.00	-
Staff development	5,000.00	5,000.00	5,000.00	5,000.00	-
Special youth projects	4,152.00	4,152.00	4,152.00	4,152.00	-
Adult Programming-Ann Croy Memorial	-	2,552.50	2,552.50	2,552.50	-
Other	-	-	-	-	-
	<u>83,538.14</u>	<u>86,090.64</u>	<u>86,090.64</u>	<u>86,090.64</u>	<u>-</u>
<b><u>Full Accrual Adjustments:</u></b>					
Accrued unemployment	-	-	-	-	-
Accrued sick pay	14,867.42	13,187.51	14,867.42	14,867.42	1,679.91
Other	-	-	-	-	-
	<u>14,867.42</u>	<u>13,187.51</u>	<u>14,867.42</u>	<u>14,867.42</u>	<u>1,679.91</u>
<b><u>General Fixed Assets Account Group (GFAAG):</u></b>					
YTD Additions- Bldg/Land Improvements	67,476.50	4,103.00	4,495.00	4,495.00	392.00
YTD Additions-Furn & Fixtures	17,635.12	-	3,150.00	3,150.00	3,150.00
YTD Additions-Equipment	3,618.72	2,162.96	4,107.17	9,920.63	7,757.67
YTD Additions-Collections	72,445.24	74,833.06	25,570.62	30,572.72	(44,260.34)
Total YTD Additions	<u>161,175.58</u>	<u>81,099.02</u>	<u>37,322.79</u>	<u>48,138.35</u>	<u>(32,960.67)</u>

8:26 PM  
 06/12/18  
 Accrual Basis

**Milford Public Library**  
**Stmnt of Governmental Revenues & Expenditures-YTD Comparison**  
**General Fund**

	May 18	Jan - May 18
<b>Income</b>		
402 · Property Taxes		
403 · Stabilization Reimbursement	0.00	86,216.94
402 · Property Taxes - Other	193.16	965,232.69
<b>Total 402 · Property Taxes</b>	<b>193.16</b>	<b>1,051,449.63</b>
424 · Industrial Facilities Tax	0.00	4,514.45
567 · State Aid	0.00	5,727.64
642 · Services-Sales	224.60	1,656.75
655 · Fines/Fees/Lost Books/Cards	532.78	4,139.39
665 · Interest Income	166.77	3,594.03
675 · Gifts/Memorials/Donations	51.70	5,793.32
687 · Other Income	299.06	540.56
<b>Total Income</b>	<b>1,468.07</b>	<b>1,077,415.77</b>
<b>Expense</b>		
702 · Salaries and Wages	51,040.01	208,287.46
702-1 · IRA Account	0.00	33.22
704 · Benefits	4,633.33	22,292.78
715 · Employer's Social Security	3,814.50	15,483.55
726 · Supplies	726.13	7,695.79
728 · Adv. & Promotion	0.00	90.78
730 · Postage	54.20	158.40
775 · Collections Maintenance	157.71	1,166.58
801 · Professional Services	2,752.58	13,317.65
802-1 · TLN Automation	623.44	20,141.06
802-2 · TLN Central Services	291.23	2,496.78
815 · Memberships, Dues & Subscrip.	129.92	1,099.60
850 · Communications	324.35	1,625.98
860 · Travel	57.34	645.69
880-A · Programming - Adult	675.00	1,275.00
880-YA · Programming - Y.A.	233.72	307.86
880-YS · Programming - Youth Svcs.	529.82	4,018.56
910 · Insurance & Bonds	997.90	5,969.58
920 · Public Utilities	12,105.66	34,936.90
931 · Facility & Grounds Maintenance	8,607.68	40,207.44
956 · Miscellaneous	1.75	16.74
957 · Education & Training	-700.00	-680.00
959-A · Books - Adult	2,028.53	9,506.72
959-YA · Books - Young Adult	230.95	1,479.56
959-YS · Books - Youth Services	1,055.63	8,288.51
960-A · Audio Visual - Adult	70.54	2,539.80
960-YA · Audio Visual - Young Adult	-21.29	492.38
960-YS · Audio Visual - Youth Services	256.40	1,514.76
976 · Periodicals	551.74	3,175.58
977 · Electronic Resources	684.89	3,575.41
981 · Building/Land Improvements	0.00	4,495.00
982 · Furniture & Fixtures	0.00	3,150.00
983 · Equipment	5,813.46	9,920.63
<b>Total Expense</b>	<b>97,727.12</b>	<b>428,725.75</b>
<b>Net Income</b>	<b>-96,259.05</b>	<b>648,690.02</b>

Figures presented on modified accrual basis of accounting.

8:25 PM  
 06/12/18  
 Accrual Basis

## Milford Public Library

### Revenues & Expenditures-Budget vs. Actual

January through May 2018

	Jan - May 18	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
402 · Property Taxes				
403 · Stabilization Reimbursement	86,216.94	86,000.00	216.94	100.3%
402 · Property Taxes - Other	965,232.69	966,000.00	-767.31	99.9%
<b>Total 402 · Property Taxes</b>	<b>1,051,449.63</b>	<b>1,052,000.00</b>	<b>-550.37</b>	<b>99.9%</b>
424 · Industrial Facilities Tax	4,514.45	4,500.00	14.45	100.3%
567 · State Aid	5,727.64	11,000.00	-5,272.36	52.1%
642 · Services-Sales	1,656.75	5,500.00	-3,843.25	30.1%
655 · Fines/Fees/Lost Books/Cards	4,139.39	13,000.00	-8,860.61	31.8%
656 · State Penal Fines	0.00	31,000.00	-31,000.00	0.0%
665 · Interest Income	3,594.03	5,000.00	-1,405.97	71.9%
675 · Gifts/Memorials/Donations	5,793.32	5,000.00	793.32	115.9%
687 · Other Income	540.56	7,000.00	-6,459.44	7.7%
<b>Total Income</b>	<b>1,077,415.77</b>	<b>1,134,000.00</b>	<b>-56,584.23</b>	<b>95.0%</b>
<b>Expense</b>				
702 · Salaries and Wages	208,287.46	510,100.00	-301,812.54	40.8%
702-1 · IRA Account	33.22	12,000.00	-11,966.78	0.3%
704 · Benefits	22,292.78	75,840.00	-53,547.22	29.4%
715 · Employer's Social Security	15,483.55	39,030.00	-23,546.45	39.7%
726 · Supplies	7,695.79	11,000.00	-3,304.21	70.0%
728 · Adv. & Promotion	90.78	3,100.00	-3,009.22	2.9%
730 · Postage	158.40	700.00	-541.60	22.6%
775 · Collections Maintenance	1,166.58	7,300.00	-6,133.42	16.0%
801 · Professional Services	13,317.65	34,900.00	-21,582.35	38.2%
802-1 · TLN Automation	20,141.06	57,590.00	-37,448.94	35.0%
802-2 · TLN Central Services	2,496.78	6,200.00	-3,703.22	40.3%
815 · Memberships, Dues & Subscrip.	1,099.60	1,530.00	-430.40	71.9%
850 · Communications	1,625.98	3,850.00	-2,224.02	42.2%
860 · Travel	645.69	1,500.00	-854.31	43.0%
880-A · Programming - Adult	1,275.00	2,100.00	-825.00	60.7%
880-YA · Programming - Y.A.	307.86	1,100.00	-792.14	28.0%
880-YS · Programming - Youth Svcs.	4,018.56	8,225.00	-4,206.44	48.9%
894 · Rent	0.00	10.00	-10.00	0.0%
910 · Insurance & Bonds	5,989.58	13,600.00	-7,630.42	43.9%
920 · Public Utilities	34,936.90	82,800.00	-47,863.10	42.2%
931 · Facility & Grounds Maintenance	40,207.44	93,700.00	-53,492.56	42.9%
956 · Miscellaneous	16.74	30.00	-13.26	55.8%
957 · Education & Training	-680.00	2,000.00	-2,680.00	-34.0%
959-A · Books - Adult	9,506.72	22,010.00	-12,503.28	43.2%
959-YA · Books - Young Adult	1,479.56	4,000.00	-2,520.44	37.0%
959-YS · Books - Youth Services	8,288.51	15,000.00	-6,711.49	55.3%
960-A · Audio Visual - Adult	2,539.80	7,500.00	-4,960.20	33.9%
960-YA · Audio Visual - Young Adult	492.38	1,200.00	-707.62	41.0%
960-YS · Audio Visual - Youth Services	1,514.76	4,130.00	-2,615.24	36.7%
964 · Refunds & Rebates	0.00	80.00	-80.00	0.0%
976 · Periodicals	3,175.58	7,500.00	-4,324.42	42.3%
977 · Electronic Resources	3,575.41	14,800.00	-11,224.59	24.2%
981 · Building/Land Improvements	4,495.00	5,000.00	-505.00	89.9%
982 · Furniture & Fixtures	3,150.00	1,000.00	2,150.00	315.0%
983 · Equipment	9,920.63	5,000.00	4,920.63	198.4%
<b>Total Expense</b>	<b>428,725.75</b>	<b>1,055,425.00</b>	<b>-626,699.25</b>	<b>40.6%</b>
<b>Net Income</b>	<b>648,690.02</b>	<b>78,575.00</b>	<b>570,115.02</b>	<b>825.6%</b>

Figures presented on modified accrual basis.

8:33 PM  
06/12/18

**Milford Public Library**  
**Check Detail**  
May 17 through June 13, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check		05/30/2018	Synchrony Bank/Amazon	102 - Flagstar Checking		0.00
Bill		05/20/2018	Synchrony Bank/Amazon	200 - Accountis Payable*	0.00	-420.42
TOTAL					0.00	-420.42
Bill Pmt -Check	12046	05/23/2018	AFLAC	102 - Flagstar Checking		-349.75
Bill	567005	05/12/2018		260 - Employee Benefits Payable	-349.75	349.75
TOTAL					-349.75	349.75
Bill Pmt -Check	12047	05/23/2018	Applied Imaging	102 - Flagstar Checking		-98.77
Bill	1128875	05/14/2018		726 - Supplies	-98.77	98.77
TOTAL					-98.77	98.77
Bill Pmt -Check	12048	05/23/2018	Arrow Printing	102 - Flagstar Checking		-258.80
Bill	13957	05/04/2018		880-YS - Programming - Youth Svcs.	-258.80	258.80
TOTAL					-258.80	258.80
Bill Pmt -Check	12049	05/23/2018	Baker & Taylor Books	102 - Flagstar Checking		-104.23
Bill	2033649346	04/18/2018		959-YS - Books - Youth Services	-14.21	14.21
Bill	2033649347	04/18/2018		959-YA - Books - Young Adult	-65.43	65.43
Bill	2033649348	04/18/2018		959-YS - Books - Youth Services	-10.45	10.45
Bill	2033649349	04/18/2018		959-YS - Books - Youth Services	-14.14	14.14
TOTAL					-104.23	104.23
Bill Pmt -Check	12050	05/23/2018	Blue Cross Blue Shield of Michigan	102 - Flagstar Checking		-4,191.71
Bill	Jun18	05/09/2018		704 - Benefits	-4,191.71	4,191.71
TOTAL					-4,191.71	4,191.71
Bill Pmt -Check	12051	05/23/2018	Dawn Cheibo	102 - Flagstar Checking		-52.75
Bill	May18	05/16/2018		860 - Travel	-52.75	52.75



8:33 PM  
06/12/18

**Milford Public Library**  
**Check Detail**  
May 17 through June 13, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-52.75	52.75
Bill Pmt -Check	12052	05/23/2018	Detroit Historical Society	102 - Flagstar Checking		-175.00
Bill	Prog051518	05/17/2018		880-A - Programming - Adult	-175.00	175.00
TOTAL					-175.00	175.00
Bill Pmt -Check	12053	05/23/2018	Gale/Cengage Learning	102 - Flagstar Checking		-167.94
Bill	63616636	05/02/2018		959-A - Books - Adult	-167.94	167.94
TOTAL					-167.94	167.94
Bill Pmt -Check	12054	05/23/2018	Heather Wittrup*	102 - Flagstar Checking		-80.52
Bill	May18	05/11/2018		880-Y5 - Programming - Youth Svcs.	-80.52	80.52
TOTAL					-80.52	80.52
Bill Pmt -Check	12055	05/23/2018	Huron Valley School District	102 - Flagstar Checking		-206.27
Bill	MI101417	05/01/2018		880-Y5 - Programming - Youth Svcs.	-206.27	206.27
TOTAL					-206.27	206.27
Bill Pmt -Check	12056	05/23/2018	Ingram Library Services	102 - Flagstar Checking		-163.20
Bill	34452180	05/03/2018		959-A - Books - Adult	-22.00	22.00
Bill	34452181	05/03/2018		959-A - Books - Adult	-15.39	15.39
Bill	34452182	05/03/2018		959-A - Books - Adult	-80.28	80.28
Bill	34460018	05/03/2018		959-A - Books - Adult	-45.53	45.53
TOTAL					-163.20	163.20
Bill Pmt -Check	12057	05/23/2018	Jani-King of Michigan, Inc.	102 - Flagstar Checking		-2,184.00
Bill	DET051801...	05/01/2018		931 - Facility & Grounds Maintenance	-2,184.00	2,184.00
TOTAL					-2,184.00	2,184.00
Bill Pmt -Check	12058	05/23/2018	National Time & Signal Corporation	102 - Flagstar Checking		-598.00
Bill	129623	05/01/2018		801 - Professional Services	-420.00	420.00

8:33 PM  
06/12/18

Milford Public Library  
Check Detail  
May 17 through June 13, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	129549	05/04/2018		931 · Facility & Grounds Maintenance	-178.00	178.00
TOTAL					-598.00	598.00
<b>Bill Pmt -Check</b>	<b>12059</b>	<b>05/23/2018</b>	<b>Penguin Random House, LLC</b>	<b>102 · Flagstar Checking</b>	<b>-225.75</b>	
Bill	1087906776	05/01/2018		960-A · Audio Visual - Adult	-30.00	30.00
Bill	1087892826	05/01/2018		960-Ys · Audio Visual - Youth Services	-57.75	57.75
Bill	1087910074	05/04/2018		960-A · Audio Visual - Adult	-30.00	30.00
TOTAL				960-Ys · Audio Visual - Youth Services	-108.00	108.00
					-225.75	225.75
<b>Bill Pmt -Check</b>	<b>12060</b>	<b>05/23/2018</b>	<b>Quill Corporation</b>	<b>102 · Flagstar Checking</b>	<b>-1,718.22</b>	
Bill	6813371	05/02/2018		726 · Supplies	-84.45	84.45
Bill	6848909	05/03/2018		775 · Collections Maintenance	-27.09	27.09
TOTAL				983 · Equipment	-1,606.68	1,606.68
					-1,718.22	1,718.22
<b>Bill Pmt -Check</b>	<b>12061</b>	<b>05/30/2018</b>	<b>ASCAP</b>	<b>102 · Flagstar Checking</b>	<b>-255.00</b>	
Bill	100004961...	04/21/2018		801 · Professional Services	-255.00	255.00
TOTAL					-255.00	255.00
<b>Bill Pmt -Check</b>	<b>12062</b>	<b>05/30/2018</b>	<b>Baker &amp; Taylor (AV)</b>	<b>102 · Flagstar Checking</b>	<b>-6.97</b>	
Bill	B89571510	05/11/2018		960-Ys · Audio Visual - Youth Services	-6.97	6.97
TOTAL					-6.97	6.97
<b>Bill Pmt -Check</b>	<b>12063</b>	<b>05/30/2018</b>	<b>Baker &amp; Taylor Books</b>	<b>102 · Flagstar Checking</b>	<b>-776.91</b>	
Bill	2033641663	04/13/2018		959-Ys · Books - Youth Services	-72.62	72.62
Bill	2033641664	04/13/2018		959-Ys · Books - Youth Services	-13.39	13.39
Bill	2033641665	04/13/2018		959-Ys · Books - Youth Services	-30.38	30.38
Bill	2033641666	04/13/2018		959-Ys · Books - Youth Services	-28.32	28.32
Bill	2033673941	04/27/2018		959-Ys · Books - Youth Services	-68.55	68.55
Bill	2033673942	04/27/2018		959-Ys · Books - Youth Services	-523.34	523.34
Bill	2033673943	04/27/2018		959-Ys · Books - Youth Services	-13.39	13.39
Bill	2033673944	04/27/2018		880-Ys · Programming - Youth Svcs.	-26.92	26.92
TOTAL					-776.91	776.91

8:33 PM  
06/12/18

**Milford Public Library**  
**Check Detail**  
May 17 through June 13, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12064	05/30/2018	Bibliotheca, LLC/3M	102 · Flagstar Checking	-3,364.84	-3,364.84
Bill	S10039998-...	05/09/2018		150 · Prepaid Expenses	-3,364.84	3,364.84
TOTAL					-3,364.84	3,364.84
Bill Pmt -Check	12065	05/30/2018	Burnham & Flower Agency, Inc.	102 · Flagstar Checking	-11,383.00	-11,383.00
Bill	2018-19	05/24/2018		150 · Prepaid Expenses	-11,383.00	11,383.00
TOTAL					-11,383.00	11,383.00
Bill Pmt -Check	12066	05/30/2018	Delta Dental Plan of Michigan	102 · Flagstar Checking	-529.35	-529.35
Bill	RIS000186-...	06/01/2018		280 · Employee Benefits Payable	-529.35	529.35
TOTAL					-529.35	529.35
Bill Pmt -Check	12067	05/30/2018	Eric Hayes	102 · Flagstar Checking	-20.00	-20.00
Bill	Apr18	04/12/2018		801 · Professional Services	-20.00	20.00
TOTAL					-20.00	20.00
Bill Pmt -Check	12068	05/30/2018	Frontier	102 · Flagstar Checking	-238.21	-238.21
Bill	May18	05/19/2018		850 · Communications	-238.21	238.21
TOTAL					-238.21	238.21
Bill Pmt -Check	12069	05/30/2018	Ingram Library Services	102 · Flagstar Checking	-347.56	-347.56
Bill	34570536	05/10/2018		959-A · Books - Adult	-14.85	14.85
Bill	34570537	05/10/2018		959-A · Books - Adult	-332.71	332.71
TOTAL					-347.56	347.56
Bill Pmt -Check	12070	05/30/2018	Matt Watroba	102 · Flagstar Checking	-100.00	-100.00
Bill	Feb18(2)	02/27/2018		880-A · Programming - Adult	-100.00	100.00
TOTAL					-100.00	100.00

8:33 PM  
06/12/18

**Milford Public Library**  
**Check Detail**  
May 17 through June 13, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12071	05/30/2018	Overdrive	102 · Flagstar Checking	-318.92	-318.92
Bill	01576CO18...	05/22/2018		977 · Electronic Resources	-318.92	318.92
TOTAL					-318.92	318.92
Bill Pmt -Check	12072	05/30/2018	Penguin Random House, LLC	102 · Flagstar Checking	-180.00	-180.00
Bill	1088021765	05/08/2018		960-A · Audio Visual - Adult	-30.00	30.00
Bill	1088100500	05/11/2018		960-YA · Books - Young Adult	-33.75	33.75
Bill	1088033713	05/11/2018		960-YA · Books - Young Adult	-22.50	22.50
TOTAL				960-A · Audio Visual - Adult	-24.00	24.00
				960-YA · Books - Young Adult	-69.75	69.75
TOTAL					-180.00	180.00
Bill Pmt -Check	12073	05/30/2018	Synchrony Bank/Amazon	102 · Flagstar Checking	0.00	0.00
TOTAL					0.00	0.00
Bill Pmt -Check	12075	06/06/2018	Baker & Taylor Books	102 · Flagstar Checking	-482.43	-482.43
Bill	2033687157	05/02/2018		959-YA · Books - Young Adult	-5.44	5.44
Bill	2033687158	05/02/2018		959-YA · Books - Young Adult	-202.50	202.50
Bill	2033687159	05/02/2018		959-YA · Books - Young Adult	-9.89	9.89
Bill	2033690829	05/04/2018		959-YA · Books - Young Adult	-16.05	16.05
Bill	2033690830	05/04/2018		959-YA · Books - Young Adult	-10.45	10.45
Bill	2033690831	05/04/2018		959-YA · Books - Young Adult	-223.96	223.96
Bill	2033690832	05/04/2018		959-YA · Books - Young Adult	-14.14	14.14
TOTAL					-482.43	482.43
Bill Pmt -Check	12076	06/06/2018	Brown, Jeanne	102 · Flagstar Checking	-20.03	-20.03
Bill	May18	05/30/2018		860 · Travel	-8.07	8.07
TOTAL				726 · Supplies	-11.96	11.96
					-20.03	20.03
Bill Pmt -Check	12077	06/06/2018	Flagstar	102 · Flagstar Checking	-560.63	-560.63
Bill	May18	05/22/2018		726 · Supplies	-176.85	176.85
				802-1 · TLN Automation	-162.50	162.50
				801 · Professional Services	-10.00	10.00

8:33 PM  
06/12/18

**Milford Public Library**  
**Check Detail**  
May 17 through June 13, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				802-1 · TLN Automation	-211.28	211.28
Bill Pmt -Check	12078	06/06/2018	Ingram Library Services	102 · Flagstar Checking	-560.63	560.63
Bill	34683373	05/17/2018		959-A · Books - Adult	-251.33	251.33
TOTAL					-251.33	251.33
Bill Pmt -Check	12079	06/06/2018	Penguin Random House, LLC	102 · Flagstar Checking	-26.25	-26.25
Bill	1088150255	05/18/2018		960-A · Audio Visual - Adult	-26.25	67.50
TOTAL					-26.25	67.50
Bill Pmt -Check	12080	06/06/2018	Quill Corporation	102 · Flagstar Checking	-81.28	-81.28
Bill	7201766	05/17/2018		726 · Supplies	-81.28	81.28
TOTAL					-81.28	81.28
Bill Pmt -Check	12081	06/06/2018	Sound Planning Communications	102 · Flagstar Checking	-408.00	-408.00
Bill	25011	05/24/2018		931 · Facility & Grounds Maintenance	-408.00	408.00
TOTAL					-408.00	408.00
Bill Pmt -Check	12082	06/06/2018	William Rapai	102 · Flagstar Checking	-200.00	-200.00
Bill	Prog0618	05/17/2018		880-A · Programming - Adult	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	12083	06/07/2018	Brien's Services, Inc.	102 · Flagstar Checking	-3,070.50	-3,070.50
Bill	30843	05/31/2018		931 · Facility & Grounds Maintenance	-440.00	440.00
Bill	30842	05/31/2018		931 · Facility & Grounds Maintenance	-2,630.50	2,630.50
TOTAL					-3,070.50	3,070.50
Bill Pmt -Check	12084	06/07/2018	Burnham & Flower Agency, Inc.	102 · Flagstar Checking	-750.00	-750.00

**Milford Public Library**  
**Check Detail**  
May 17 through June 13, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill		06/31/2018		150 · Prepaid Expenses	-750.00	750.00
TOTAL					-750.00	750.00
Bill Pmt -Check	12085	06/07/2018	J.E. Strauss Consulting/CPA, LLC	102 · Flagstar Checking	-1,032.00	-1,364.25
Bill	1275	06/31/2018		801 · Professional Services	-332.25	332.25
TOTAL					-1,364.25	1,364.25
Bill Pmt -Check	12086	06/07/2018	MicroTech Systems, Inc.	102 · Flagstar Checking	-4,206.78	-4,206.78
Bill	100171173	06/30/2018		983 · Equipment	-4,206.78	4,206.78
TOTAL					-4,206.78	4,206.78
Bill Pmt -Check	12087	06/07/2018	Republic Services #253	102 · Flagstar Checking	-79.38	-79.38
Bill	0253-01389...	06/26/2018		931 · Facility & Grounds Maintenance	-79.38	79.38
TOTAL					-79.38	79.38
Bill Pmt -Check	12088	06/13/2018	Apple Books	102 · Flagstar Checking	-139.27	-139.27
Bill	108619	05/22/2018		959-A · Books - Adult	-139.27	139.27
TOTAL					-139.27	139.27
Bill Pmt -Check	12089	06/13/2018	Baker & Taylor Books	102 · Flagstar Checking	-388.72	-388.72
Bill	2033699311	06/09/2018		959-Y5 · Books - Youth Services	-4.01	4.01
Bill	2033699312	05/09/2018		959-Y5 · Books - Youth Services	-41.38	41.38
Bill	2033699313	06/09/2018		959-Y5 · Books - Youth Services	-324.06	324.06
Bill	2033699309	05/09/2018		959-Y5 · Books - Youth Services	-19.27	19.27
TOTAL					-388.72	388.72
Bill Pmt -Check	12090	06/13/2018	Beverly Meyer	102 · Flagstar Checking	-300.00	-300.00
Bill	6-20-18	01/22/2018		880-Y5 · Programming - Youth Svcs.	-300.00	300.00
TOTAL					-300.00	300.00

8:33 PM  
06/12/18

**Milford Public Library**  
**Check Detail**  
May 17 through June 13, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12091	06/13/2018	Brien's Services, Inc.	102 - Flagstar Checking	-275.00	-275.00
Bill	30915	06/08/2018		931 - Facility & Grounds Maintenance	-275.00	275.00
TOTAL					-275.00	275.00
Bill Pmt -Check	12092	06/13/2018	David M. Stokes	102 - Flagstar Checking	-21.69	-21.69
Bill	Jun18	06/08/2018		860 - Travel	-1.69	1.69
				880-A - Programming - Adult	-20.00	20.00
TOTAL					-21.69	21.69
Bill Pmt -Check	12093	06/13/2018	DTE Energy	102 - Flagstar Checking	-6,267.31	-6,267.31
Bill	May18	05/31/2018		920 - Public Utilities	-302.83	302.83
				920 - Public Utilities	-5,964.48	5,964.48
TOTAL					-6,267.31	6,267.31
Bill Pmt -Check	12094	06/13/2018	Ingram Library Services	102 - Flagstar Checking	-560.41	-560.41
Bill	34731503	05/21/2018		959-A - Books - Adult	-244.75	244.75
Bill	34731504	05/21/2018		959-A - Books - Adult	-310.71	310.71
Bill	34807876	05/24/2018		959-A - Books - Adult	-4.95	4.95
TOTAL					-560.41	560.41
Bill Pmt -Check	12095	06/13/2018	National Time & Signal Corporation	102 - Flagstar Checking	-492.00	-492.00
Bill	129838	05/23/2018		931 - Facility & Grounds Maintenance	-492.00	492.00
TOTAL					-492.00	492.00
Bill Pmt -Check	12096	06/13/2018	Oriental Trading Company, Inc.	102 - Flagstar Checking	-100.37	-100.37
Bill	690170955-...	05/23/2018		880-YS - Programming - Youth Svcs.	-100.37	100.37
TOTAL					-100.37	100.37
Bill Pmt -Check	12097	06/13/2018	Penguin Random House, LLC	102 - Flagstar Checking	-108.75	-108.75
Bill	1088277430	05/23/2018		960-YS - Audio Visual - Youth Services	-22.50	22.50
Bill	1088242134	05/24/2018		960-A - Audio Visual - Adult	-33.75	33.75

8:33 PM  
06/12/18

**Milford Public Library**  
**Check Detail**  
May 17 through June 13, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				960-YA · Audio Visual - Young Adult	-52.50	52.50
Bill Pmt -Check	12098	06/13/2018	Ron Rademacher	102 · Flagstar Checking	-200.00	-200.00
Bill	May18	05/03/2018		880-A · Programming - Adult	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	12099	06/13/2018	Rose Pest Solutions	102 · Flagstar Checking	-75.00	-75.00
Bill	30778872	05/23/2018		931 · Facility & Grounds Maintenance	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	12100	06/13/2018	Windstream (formly PAETEC)	102 · Flagstar Checking	-86.05	-86.05
Bill	Jun18	06/05/2018		850 · Communications	-86.05	86.05
TOTAL					-86.05	86.05



**Youth and Teen Services Report  
May 2018**

**Youth Services:**

We continue to promote 1000 Books before Kindergarten in our promotion materials and now through Beanstack. At this time we have 41 children that have completed the program. We have also started to issue Certificates of Completion that children will love to show their teachers when they start school. We had 2 more children sign up for the program and some of them are now using the Beanstack app to track their reading.

May is a busy month with school visits and finalizing summer reading events. Heather, Whitney and Kelli have all been on school visits to Johnson Elementary and Kurtz Elementary. The children are excited for the summer vacation and of course, the prizes.

The last session of Storytime for the spring session concluded the first week of May and we then provided some special programs for our patrons. These included a few sensory fun events and a visit from the Howell Nature Center for a preschool program called Little Critters. The first Friday was National Free Comic Book Day and we had 60 participants that received free books and made crafts. In honor of the Royal Wedding Heather and Kelli put together an All Things Royal dress-up event for all ages. Whitney has been conducting a Saturday story time once a month at Proving Grounds Coffee on Main Street and we hope to continue this throughout the year. Karen conducted our last Family Book Club until fall with 8 in attendance. I'm hoping to add a few more regulars in the fall however this is a nice size group for discussions.

Lastly, Mystery Reads was also a part of May and our patrons checked out 259 wrapped books based simply on a brief description of the plot of each book, appropriate age, and reading level. This program continues to grow and we always receive lots of positive feedback from our patrons.

Over the last few months, Karen has been attending meetings at Huron Valley Schools in regards to PA306, the Third Grade Reading Act. This Act basically states that if children are not reading at level in 3<sup>rd</sup> grade they will be held back and won't advance to 4<sup>th</sup> grade. From this #HVSreads was developed and libraries will be hosting some visits from the late summer school class in August to keep kids reading.

ABCMouse.com:	April: 5 users	May: 1 User	
AWE Early Learning station:	April: 100 sessions	3617 total minutes	36 average minutes per session
	May: 80 sessions	2352 total minutes	29 average minutes per session
Tumblebooks:	April: 61 book views	May: 62 book views	

**Youth Programs**

Date	Program	Attendance	Notes
		Total	
5/1/2018	Toddler Storytime	22	
5/2/2018	Preschool Storytime	27	
5/3/2018	Discovery Storytime	24	
5/5/2018	Free Comic Book Day	60	
5/8/2018	Sensory Fun	19	
5/10/2018	Little Critters Animal Show	67	
5/14/2018	Sensory Fun	20	
5/16/2018	Family Book Club	8	

5/17/2018	All Things Royal	46
5/19/2018	Mystery Reads (2 wk total)	259
<b>Total</b>		<b>552</b>

**Teen Services:**

During the month of May I spent most of my time preparing for summer reading. I finished creating the Teen Summer Reading program on the Beanstack site. I created printable summer reading challenges for patrons who choose not to use Beanstack. I finalized the SRP flyer. Heather and I worked out the details for the Teen/Tween Spa Day that we will be hosting together in July. At the end of May, Karen and I attended Oak Valley Middle School summer reading presentations on two separate days to share teen program highlights to the students.

**Programs:**

1. Teen Advisory Board: Two in attendance. This was the last meeting of the 2017-2018 school year. We played board games and discussed plans for the summer.
2. Free Comic Book Day: Three teens came to free comic book day. They just stopped by and picked up a few comics, they did not participate in the crafts.

**May Book Display:**

Thumbs Up Award books

*Submitted by Grace Lemon*

## Adult Department Report

May 2018

### **Programs:**

Outreach visits. 3 with a total of 28 participants

Community Sing program featuring Matt Watroba. The Community Sing project is ongoing at a number of communities in SE Michigan as an effort to get people to sing together. We have Community Sing programs scheduled once monthly through July. The May 2 program had 19 participants.

Roots of the Music: Origins of the Motown Sound. May 15. A program tracing the history of the Detroit sound prior to the establishment of Motown and Tamla Records. 27 attendees.

Abraham Lincoln: May 17. Our annual joint program with the Milford Historical Society featured Abraham Lincoln interpreter Ron Carley. 30 attendees.

Adult department staff conducted one one-on-one training sessions.

### **Other items:**

Karin Boughey attended the quarterly meeting of the E-Content users group on May 3.

Adult staff proctored two tests.

Karin Boughey made two homebound visits.

Respectfully submitted:

Karin Boughey

Head of Adult Services