

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

Tuesday, July 24, 2018

7:00 PM

AGENDA

1. Call to Order
2. Consent Agenda
 - 2.1. Approval of Minutes
 - 2.1.1. Regular Meeting: June 26, 2018
 - 2.2. Approval of Financial Reports and Invoices for June
 - 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
6. New Business
 - 6.1. ALA/Harwood Institute Conference Proposal
 - 6.2. MLA Conference
 - 6.3. Set Budget Hearing for August
 - 6.4. Open Forum
7. Communications
 - 7.1. Community Sharing, Thank you letter for Food Drive
8. Adjournment

MILFORD TOWNSHIP LIBRARY BOARD

Minutes of Regular Meeting

Tuesday, June 26, 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 7:02.
2. **Consent Agenda:** Weeks moved to approve the Consent Agenda, Gramlich seconded. Motion carried.
3. **Approval of Agenda:** Harris moved to approve the Agenda, Weeks seconded. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1. Newsletter: Director Hatch mentioned the RFP for a newsletter has been sent to four providers. Director Hatch also mentioned one has responded, not able to participate with design portion at this time but did offer to assist with mailing portion.
 - 5.2. Staff Salaries and Wages: Director Hatch shared the gratitude from the staff for increases approved at the May meeting. Director Hatch also provided an updated salary range for the Director position and requested clarification on the increase for the Director position. Harris moved to approve a 5% increase for the Director plus an additional 3 vacation days, McMunn seconded. Motion carried.
6. **New Business:**
 - 6.1. Audit Presentation: Greg Clum of Bredernitz, Wagner, & Company, P.C. presented the 2017 Audit. Library received an “unqualified opinion” on the audit. Clemens moved to accept the 2017 Audit as presented, Gramlich seconded. Motion carried.
 - 6.2. CARL Migration: Director Hatch shared the staff did a wonderful job with the transition, and customers were patient and understanding. Director Hatch did share one glitch which will require retagging of numerous items. Staff have all been working on the retagging project.
 - 6.3. Open Forum: None.

7. Communications:

7.1. None.

8. Adjournment: Weeks moved to adjourn, Harris seconded. Motion carried. Meeting adjourned at 7:48 p.m.

Respectfully submitted,

Marianne McMunn
Secretary

Milford Public Library
Governmental Fund Balance Sheet-General Fund
 As of June 30, 2018

	Jun 30, 18	Jun 30, 17
ASSETS		
Current Assets		
Checking/Savings		
100 · Cash on Hand	811.97	605.00
102 · Flagstar Checking	169,267.24	99,397.83
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	870,584.68	814,314.52
Total Checking/Savings	1,232,742.99	1,106,396.45
Other Current Assets		
115 · Accounts Receivable	96.70	0.00
150 · Prepaid Expenses	45,047.22	43,212.93
Total Other Current Assets	45,143.92	43,212.93
Total Current Assets	1,277,886.91	1,149,609.38
TOTAL ASSETS	1,277,886.91	1,149,609.38
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable*	20,067.43	12,703.64
Total Accounts Payable	20,067.43	12,703.64
Other Current Liabilities		
260 · Employee Benefits Payable	0.00	43.60
205 · Accrued Payroll	4,353.21	3,336.58
258 · Fed W/H Taxes Payable	4,278.45	0.00
259 · State W/H Taxes Payable	1,557.76	0.00
Total Other Current Liabilities	10,189.42	3,380.18
Total Current Liabilities	30,256.85	16,083.82
Total Liabilities	30,256.85	16,083.82
Equity		
300 · General Fund Balance	678,793.38	550,373.37
Net Income	568,836.68	583,152.19
Total Equity	1,247,630.06	1,133,525.56
TOTAL LIABILITIES & EQUITY	1,277,886.91	1,149,609.38

Milford Public Library

Fund Balance

June 30, 2018

	<u>12/31/2016</u>	<u>12/31/2017</u>	<u>5/31/2018</u>	<u>6/30/2018</u>	<u>YTD Variance</u>
<u>General Fund:</u>					
Fund balance-Non spendable	\$ 26,146.37	\$ 24,716.61	\$ 50,572.50	\$ 45,047.22	\$ 20,330.61
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	83,538.14	(2,552.50)
Unassigned	280,250.81	247,487.02	350,051.14	358,128.92	110,641.90
YTD income (loss)	(31,641.05)	128,420.01	650,746.49	568,836.68	440,416.67
Fund Balance (Modified Accrual)	550,373.37	678,793.38	1,329,539.87	1,247,630.06	568,836.68
<u>General Fixed Assets Account Group (GFAAG):</u>					
Beginning Balance	546,757.24	588,242.09	588,242.09	588,242.09	-
YTD Additions	161,175.58	81,099.02	48,138.35	52,640.70	(28,458.32)
YTD Dispositions (NBV)	-	-	-	-	-
Depreciation	(119,690.73)	(109,041.00)	(45,433.75)	(54,520.50)	54,520.50
Ending Balance	588,242.09	560,300.11	590,946.69	586,362.29	26,062.18
Full Accrual Adjustments	(14,867.42)	(13,187.51)	(14,867.42)	(14,473.74)	(1,286.23)
Fund Balance (Full Accrual)	\$ 1,123,748.04	\$ 1,225,905.98	\$ 1,905,619.14	\$ 1,819,518.61	\$ 593,612.63

Milford Public Library

Fund Balance

June 30, 2018

	<u>12/31/2016</u>	<u>12/31/2017</u>	<u>5/31/2018</u>	<u>6/30/2018</u>	<u>YTD Variance</u>
<u>Non-Spendable:</u>					
Prepaid Expenses	26,146.37	24,716.61	50,572.50	45,047.22	20,330.61
Other	-	-	-	-	-
	<u>26,146.37</u>	<u>24,716.61</u>	<u>50,572.50</u>	<u>45,047.22</u>	<u>20,330.61</u>
<u>Restricted-Non expendable:</u>					
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>
<u>Assigned:</u>					
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>83,538.14</u>	<u>(2,552.50)</u>
<u>Full Accrual Adjustments:</u>					
Accrued unemployment	-	-	-	-	-
Accrued sick pay	14,867.42	13,187.51	14,867.42	14,473.74	1,286.23
Other	-	-	-	-	-
	<u>14,867.42</u>	<u>13,187.51</u>	<u>14,867.42</u>	<u>14,473.74</u>	<u>1,286.23</u>
<u>General Fixed Assets Account Group (GFAAG):</u>					
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	9,920.63	9,920.63	7,757.67
YTD Additions-Collections	72,445.24	74,833.06	30,572.72	35,075.07	(39,757.99)
Total YTD Additions	<u>161,175.58</u>	<u>81,099.02</u>	<u>48,138.35</u>	<u>52,640.70</u>	<u>(28,458.32)</u>

9:14 AM
 07/16/18
 Accrual Basis

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

	Jun 18	Jan - Jun 18
Income		
402 · Property Taxes		
403 · Stabilization Reimbursement	0.00	86,216.94
402 · Property Taxes - Other	0.00	965,232.69
Total 402 · Property Taxes	0.00	1,051,449.63
424 · Industrial Facilities Tax	0.00	4,514.45
567 · State Aid	0.00	5,727.64
642 · Services-Sales	349.39	2,006.14
655 · Fines/Fees/Lost Books/Cards	1,317.23	5,456.62
665 · Interest Income	125.26	5,775.76
675 · Gifts/Memorials/Donations	2.91	5,796.23
687 · Other Income	0.00	540.56
Total Income	1,794.79	1,081,267.03
Expense		
702 · Salaries and Wages	43,803.39	252,090.85
702-1 · IRA Account	0.00	33.22
704 · Benefits	3,921.65	26,214.43
715 · Employer's Social Security	3,276.15	18,759.70
726 · Supplies	1,177.19	8,872.98
728 · Adv. & Promotion	0.00	90.78
730 · Postage	1.18	159.58
775 · Collections Maintenance	734.87	1,901.45
801 · Professional Services	2,319.33	15,636.98
802-1 · TLN Automation	7,766.03	27,907.09
802-2 · TLN Central Services	291.23	2,788.01
815 · Memberships, Dues & Subscrip.	129.93	1,229.53
850 · Communications	324.26	1,950.24
860 · Travel	28.07	673.76
880-A · Programming - Adult	250.00	1,525.00
880-YA · Programming - Y.A.	7.99	355.85
880-YS · Programming - Youth Svcs.	74.04	4,138.10
910 · Insurance & Bonds	1,011.08	6,980.66
920 · Public Utilities	6,791.01	41,727.91
931 · Facility & Grounds Maintenance	7,209.44	47,416.88
956 · Miscellaneous	0.00	16.74
957 · Education & Training	0.00	-680.00
959-A · Books - Adult	1,594.53	11,101.25
959-YA · Books - Young Adult	454.30	2,019.78
959-YS · Books - Youth Services	653.10	9,001.86
960-A · Audio Visual - Adult	289.21	2,829.01
960-YA · Audio Visual - Young Adult	52.50	544.88
960-YS · Audio Visual - Youth Services	394.74	1,909.50
976 · Periodicals	551.74	3,727.32
977 · Electronic Resources	365.97	3,941.38
981 · Building/Land Improvements	0.00	4,495.00
982 · Furniture & Fixtures	0.00	3,150.00
983 · Equipment	0.00	9,920.63
Total Expense	83,472.93	512,430.35
Net Income	-81,678.14	568,836.68

Figures presented on modified accrual basis of accounting.

Milford Public Library

07/16/18

Stmnt of Governmental Revenues & Expenditures-Prior Yr Comp

Accrual Basis

General Fund

	Jan - Jun 18	Jan - Jun 17	\$ Change	% Change
Income				
402 · Property Taxes				
403 · Stabilization Reimbursement	86,216.94	98,890.17	-12,673.23	-12.8%
402 · Property Taxes - Other	965,232.69	943,293.34	21,939.35	2.3%
Total 402 · Property Taxes	1,051,449.63	1,042,183.51	9,266.12	0.9%
424 · Industrial Facilities Tax	4,514.45	4,826.60	-312.15	-6.5%
567 · State Aid	5,727.64	5,110.92	616.72	12.1%
626 · Services Rendered	0.00	0.00	0.00	0.0%
642 · Services-Sales	2,006.14	2,649.64	-643.50	-24.3%
655 · Fines/Fees/Lost Books/Cards	5,456.62	6,217.53	-760.91	-12.2%
665 · Interest Income	5,775.76	4,512.81	1,262.95	28.0%
675 · Gifts/Memorials/Donations	5,796.23	30,489.81	-24,693.58	-81.0%
687 · Other Income	540.56	870.44	-329.88	-37.9%
Total Income	1,081,267.03	1,096,861.26	-15,594.23	-1.4%
Expense				
702 · Salaries and Wages	252,090.85	250,904.17	1,186.68	0.5%
702-1 · IRA Account	33.22	0.00	33.22	100.0%
704 · Benefits	26,214.43	32,131.19	-5,916.76	-18.4%
715 · Employer's Social Security	18,759.70	18,518.50	241.20	1.3%
726 · Supplies	8,872.98	6,672.93	2,200.05	33.0%
728 · Adv. & Promotion	90.78	625.00	-534.22	-85.5%
730 · Postage	159.58	158.02	1.56	1.0%
775 · Collections Maintenance	1,901.45	1,311.68	589.77	45.0%
801 · Professional Services	15,636.98	21,263.14	-5,626.16	-26.5%
802-1 · TLN Automation	27,907.09	19,040.81	8,866.28	46.6%
802-2 · TLN Central Services	2,788.01	3,069.32	-281.31	-9.2%
815 · Memberships, Dues & Subscrip.	1,229.53	465.57	763.96	164.1%
850 · Communications	1,950.24	1,917.34	32.90	1.7%
860 · Travel	673.76	540.58	133.18	24.6%
880-A · Programming - Adult	1,525.00	588.56	936.44	159.1%
880-YA · Programming - Y.A.	355.85	409.82	-53.97	-13.2%
880-YS · Programming - Youth Svcs.	4,138.10	5,226.65	-1,088.55	-20.8%
910 · Insurance & Bonds	6,980.66	6,628.10	352.56	5.3%
920 · Public Utilities	41,727.91	44,560.04	-2,832.13	-6.4%
931 · Facility & Grounds Maintenance	47,416.88	51,887.79	-4,470.91	-8.6%
956 · Miscellaneous	16.74	25.00	-8.26	-33.0%
957 · Education & Training	-680.00	901.00	-1,581.00	-175.5%
959-A · Books - Adult	11,101.25	12,580.64	-1,479.39	-11.8%
959-YA · Books - Young Adult	2,019.78	1,812.17	207.61	11.5%
959-YS · Books - Youth Services	9,001.86	7,269.78	1,732.08	23.8%
960-A · Audio Visual - Adult	2,829.01	3,348.11	-519.10	-15.5%
960-YA · Audio Visual - Young Adult	544.88	690.03	-145.15	-21.0%
960-YS · Audio Visual - Youth Services	1,909.50	2,134.53	-225.03	-10.5%
976 · Periodicals	3,727.32	3,288.00	439.32	13.4%
977 · Electronic Resources	3,941.38	5,895.37	-1,953.99	-33.1%
981 · Building/Land Improvements	4,495.00	4,103.00	392.00	9.6%
982 · Furniture & Fixtures	3,150.00	0.00	3,150.00	100.0%
983 · Equipment	9,920.63	5,742.23	4,178.40	72.8%
Total Expense	512,430.35	513,709.07	-1,278.72	-0.3%
Net Income	568,836.68	583,152.19	-14,315.51	-2.5%

9:03 AM
 07/16/18
 Accrual Basis

Milford Public Library

Revenues & Expenditures-Budget vs. Actual

January through June 2018

	Jan - Jun 18	Budget	\$ Over Budget	% of Budget
Income				
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%
Total 402 · Property Taxes	1,051,449.63	1,052,000.00	-550.37	99.9%
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	2,006.14	5,500.00	-3,493.86	36.5%
655 · Fines/Fees/Lost Books/Cards	5,456.62	13,000.00	-7,543.38	42.0%
656 · State Penal Fines	0.00	31,000.00	-31,000.00	0.0%
665 · Interest Income	5,775.76	5,000.00	775.76	115.5%
675 · Gifts/Memorials/Donations	5,796.23	5,000.00	796.23	115.9%
687 · Other Income	540.56	7,000.00	-6,459.44	7.7%
Total Income	1,081,267.03	1,134,000.00	-52,732.97	95.3%
Expense				
702 · Salaries and Wages	252,090.85	510,100.00	-258,009.15	49.4%
702-1 · IRA Account	33.22	12,000.00	-11,966.78	0.3%
704 · Benefits	26,214.43	75,840.00	-49,625.57	34.6%
715 · Employer's Social Security	18,759.70	39,030.00	-20,270.30	48.1%
726 · Supplies	8,872.98	11,000.00	-2,127.02	80.7%
728 · Adv. & Promotion	90.78	3,100.00	-3,009.22	2.9%
730 · Postage	159.58	700.00	-540.42	22.8%
775 · Collections Maintenance	1,901.45	7,300.00	-5,398.55	26.0%
801 · Professional Services	15,636.98	34,900.00	-19,263.02	44.8%
802-1 · TLN Automation	27,907.09	57,590.00	-29,682.91	48.5%
802-2 · TLN Central Services	2,788.01	6,200.00	-3,411.99	45.0%
815 · Memberships, Dues & Subscrip.	1,229.53	1,530.00	-300.47	80.4%
850 · Communications	1,950.24	3,850.00	-1,899.76	50.7%
860 · Travel	673.76	1,500.00	-826.24	44.9%
880-A · Programming - Adult	1,525.00	2,100.00	-575.00	72.6%
880-YA · Programming - Y.A.	355.85	1,100.00	-744.15	32.4%
880-YS · Programming - Youth Svcs.	4,138.10	8,225.00	-4,086.90	50.3%
894 · Rent	0.00	10.00	-10.00	0.0%
910 · Insurance & Bonds	6,980.66	13,600.00	-6,619.34	51.3%
920 · Public Utilities	41,727.91	82,800.00	-41,072.09	50.4%
931 · Facility & Grounds Maintenance	47,416.88	93,700.00	-46,283.12	50.6%
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	11,101.25	22,010.00	-10,908.75	50.4%
959-YA · Books - Young Adult	2,019.78	4,000.00	-1,980.22	50.5%
959-YS · Books - Youth Services	9,001.86	15,000.00	-5,998.14	60.0%
960-A · Audio Visual - Adult	2,829.01	7,500.00	-4,670.99	37.7%
960-YA · Audio Visual - Young Adult	544.88	1,200.00	-655.12	45.4%
960-YS · Audio Visual - Youth Services	1,909.50	4,130.00	-2,220.50	46.2%
964 · Refunds & Rebates	0.00	80.00	-80.00	0.0%
976 · Periodicals	3,727.32	7,500.00	-3,772.68	49.7%
977 · Electronic Resources	3,941.38	14,800.00	-10,858.62	26.6%
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%
Total Expense	512,430.35	1,055,425.00	-542,994.65	48.6%
Net Income	568,836.68	78,575.00	490,261.68	723.9%

Figures presented on modified accrual basis.

9:11 AM
07/16/18

Milford Public Library
Check Detail
June 14 through July 16, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12101	06/20/2018	*Tina Hatch	102 - Flagstar Checking		-21.69
Bill	Jun18	06/15/2018		860 - Travel	-21.69	21.69
TOTAL					-21.69	21.69
Bill Pmt -Check	12102	06/20/2018	AFLAC	102 - Flagstar Checking		-349.75
Bill	07018	06/12/2018		260 - Employee Benefits Payable	-301.65	301.65
TOTAL				115 - Accounts Receivable	-48.10	48.10
					-349.75	349.75
Bill Pmt -Check	12103	06/20/2018	Applied Imaging	102 - Flagstar Checking		-116.30
Bill	1145780	06/13/2018		726 - Supplies	-116.30	116.30
TOTAL					-116.30	116.30
Bill Pmt -Check	12104	06/20/2018	Blue Cross Blue Shield of Michigan	102 - Flagstar Checking		-3,528.63
Bill	Jul18	06/08/2018		704 - Benefits	-3,528.63	3,860.17
TOTAL					-3,528.63	3,860.17
Bill Pmt -Check	12105	06/20/2018	Brodart Co.	102 - Flagstar Checking		-101.96
Bill	502119	05/31/2018		775 - Collections Maintenance	-101.96	101.96
TOTAL					-101.96	101.96
Bill Pmt -Check	12106	06/20/2018	Fish Window Cleaning	102 - Flagstar Checking		-540.00
Bill	Jun18	06/13/2018		931 - Facility & Grounds Maintenance	-540.00	540.00
TOTAL					-540.00	540.00
Bill Pmt -Check	12107	06/20/2018	Ingram Library Services	102 - Flagstar Checking		-398.82
Bill	34884099	05/31/2018		959-A - Books - Adult	-19.24	19.24
Bill	34884100	05/31/2018		959-A - Books - Adult	-9.29	9.29
Bill	34884101	05/31/2018		959-A - Books - Adult	-370.29	370.29

9:11 AM
07/16/18

Milford Public Library
Check Detail
June 14 through July 16, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-398.82	398.82
Bill Pmt -Check	12108	06/20/2018	Jani-King of Michigan, Inc.	102 - Flagstar Checking		-2,184.00
Bill	DET061801...	06/01/2018		931 - Facility & Grounds Maintenance	-2,184.00	2,184.00
TOTAL					-2,184.00	2,184.00
Bill Pmt -Check	12109	06/20/2018	JRS Enterprises, Inc.	102 - Flagstar Checking		-85.50
Bill	21	05/12/2018		880-YA - Programming - Youth Svcs. 880-YA - Programming - Y.A.	-45.50 -40.00	45.50 40.00
TOTAL					-85.50	85.50
Bill Pmt -Check	12110	06/20/2018	Karin Boughey*	102 - Flagstar Checking		-30.00
Bill	Jun18	06/12/2018		880-A - Programming - Adult	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	12111	06/20/2018	Penguin Random House, LLC	102 - Flagstar Checking		-93.75
Bill	1088336472	06/01/2018		960-A - Audio Visual - Adult	-93.75	93.75
TOTAL					-93.75	93.75
Bill Pmt -Check	12112	06/20/2018	Quill Corporation	102 - Flagstar Checking		-103.05
Bill	7502286	05/31/2018		726 - Supplies 775 - Collections Maintenance	-74.39 -28.66	74.39 28.66
TOTAL					-103.05	103.05
Bill Pmt -Check	12113	06/20/2018	Whitney Shilliaek	102 - Flagstar Checking		-25.51
Bill	Jun18	06/12/2018		880-YA - Programming - Youth Svcs.	-25.51	25.51
TOTAL					-25.51	25.51
Bill Pmt -Check	12114	06/27/2018	Baker & Taylor Books	102 - Flagstar Checking		-456.07
Bill	2033741539	05/31/2018		959-YA - Books - Young Adult	-31.40	31.40
Bill	2033741540	05/31/2018		959-YA - Books - Young Adult	-18.00	18.00

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Milford Public Library
Check Detail
June 14 through July 16, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2033741541	05/31/2018		959-YS · Books - Youth Services	-12.51	12.51
Bill	2033741542	05/31/2018		959-YS · Books - Youth Services	-14.14	14.14
Bill	2033741543	05/31/2018		959-YS · Books - Youth Services	-8.71	8.71
Bill	2033741544	05/31/2018		959-YS · Books - Youth Services	-371.31	371.31
TOTAL					-456.07	456.07
Bill Pmt -Check	12115	06/27/2018	Brien's Services, Inc.	102 · Flagstar Checking		-1,950.00
Bill	31106	06/26/2018		931 · Facility & Grounds Maintenance	-1,950.00	1,950.00
TOTAL					-1,950.00	1,950.00
Bill Pmt -Check	12116	06/27/2018	Delta Dental Plan of Michigan	102 · Flagstar Checking		-529.35
Bill	RIS000189...	07/01/2018		260 · Employee Benefits Payable	-529.35	529.35
TOTAL					-529.35	529.35
Bill Pmt -Check	12117	06/27/2018	Frontier	102 · Flagstar Checking		-238.21
Bill	Jun-Jul18	06/19/2018		850 · Communications	-238.21	238.21
TOTAL					-238.21	238.21
Bill Pmt -Check	12118	06/27/2018	Gale/Cengage Learning	102 · Flagstar Checking		-170.19
Bill	63870970	06/11/2018		959-A · Books - Adult	-170.19	170.19
TOTAL					-170.19	170.19
Bill Pmt -Check	12119	06/27/2018	Heather Wittrup*	102 · Flagstar Checking		-30.59
Bill	Jun18	06/21/2018		880-YS · Programming - Youth Svcs.	-30.59	30.59
TOTAL					-30.59	30.59
Bill Pmt -Check	12120	06/27/2018	Ingram Library Services	102 · Flagstar Checking		-313.88
Bill	34967313	06/06/2018		959-A · Books - Adult	-149.53	149.53
Bill	35078002	06/14/2018		959-A · Books - Adult	-164.35	164.35
TOTAL					-313.88	313.88

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Milford Public Library
Check Detail
June 14 through July 16, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12121	06/27/2018	Metcom	102 - Flagstar Checking		-324.20
Bill	104447	06/12/2018		775 - Collections Maintenance	-324.20	324.20
TOTAL					-324.20	324.20
Bill Pmt -Check	12122	06/27/2018	Oakland County Parks and Recreation	102 - Flagstar Checking		-325.00
Bill	Prog7-13-18	03/26/2018		880-YS - Programming - Youth Svcs.	-325.00	325.00
TOTAL					-325.00	325.00
Bill Pmt -Check	12123	06/27/2018	Penguin Random House, LLC	102 - Flagstar Checking		-337.50
Bill	1088455477	06/06/2018		960-A - Audio Visual - Adult	-33.75	33.75
Bill	1188454249	06/08/2018		960-A - Audio Visual - Adult	-33.75	33.75
Bill	1088454249	06/08/2018		960-YA - Audio Visual - Young Adult	-52.50	52.50
Bill	1089125238	06/15/2018		960-YS - Audio Visual - Youth Services	-67.50	67.50
Bill	1189125238	06/15/2018		960-A - Audio Visual - Adult	-71.25	71.25
Bill	1089205483	06/15/2018		960-YS - Audio Visual - Youth Services	-37.50	37.50
TOTAL					-337.50	337.50
Bill Pmt -Check	12124	06/27/2018	Quill Corporation	102 - Flagstar Checking		-53.47
Bill	7717956	06/08/2018		726 - Supplies	-53.47	53.47
TOTAL					-53.47	53.47
Bill Pmt -Check	12125	06/27/2018	Sehi Computer Products, Inc.	102 - Flagstar Checking		-406.63
Bill	100177864	06/05/2018		726 - Supplies	-406.63	406.63
TOTAL					-406.63	406.63
Bill Pmt -Check	12126	06/27/2018	Synchrony Bank/Amazon	102 - Flagstar Checking		-132.52
Bill	May-Jun18	06/20/2018		960-YS - Audio Visual - Youth Services	-74.11	214.74
				960-A - Audio Visual - Adult	-7.92	22.96
				880-YS - Programming - Youth Svcs.	-6.19	17.94
				880-YA - Programming - Y.A.	-2.76	7.99
				726 - Supplies	-41.54	120.36
TOTAL					-132.52	383.99

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Milford Public Library
Check Detail
June 14 through July 16, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12127	06/27/2018	Yankee Air Museum	102 - Flagstar Checking		-200.00
Bill	Prog091218	06/19/2018		880-A - Programming - Adult	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	12129	07/05/2018	Baker & Taylor Books	102 - Flagstar Checking		-146.17
Bill	2033719551	05/17/2018		959-YS - Books - Youth Services	-6.01	6.01
Bill	2033719552	05/17/2018		959-YA - Books - Young Adult	-86.92	86.92
Bill	2033719553	05/17/2018		959-YS - Books - Youth Services	-21.38	21.38
Bill	2033719554	05/17/2018		959-YS - Books - Youth Services	-32.86	32.86
TOTAL					-146.17	146.17
Bill Pmt -Check	12130	07/05/2018	Dan Austin	102 - Flagstar Checking		-100.00
Bill	Prog0718	05/29/2018		880-A - Programming - Adult	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	12131	07/05/2018	Republic Services #253	102 - Flagstar Checking		-79.38
Bill	0253-01389...	06/25/2018		931 - Facility & Grounds Maintenance	-79.38	79.38
TOTAL					-79.38	79.38
Bill Pmt -Check	12132	07/11/2018	*Susan Tompkins	102 - Flagstar Checking		-20.00
Bill	Jun-Jul18	07/07/2018		880-A - Programming - Adult	-20.00	20.00
TOTAL					-20.00	20.00
Bill Pmt -Check	12133	07/11/2018	Alex Thomas	102 - Flagstar Checking		-320.00
Bill	Prog7192018	02/01/2018		880-YS - Programming - Youth Svcs.	-320.00	320.00
TOTAL					-320.00	320.00
Bill Pmt -Check	12134	07/11/2018	Apple Books	102 - Flagstar Checking		-102.77
Bill	108862	06/19/2018		959-A - Books - Adult	-102.77	102.77

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Milford Public Library
Check Detail
June 14 through July 16, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-102.77	102.77
Bill Pmt -Check	12135	07/11/2018	Baker & Taylor Books	102 - Flagstar Checking		-370.21
Bill	2033756431	06/05/2018		959-YS - Books - Youth Services	-17.37	17.37
Bill	2033756432	06/05/2018		959-YA - Books - Young Adult	-293.30	293.30
Bill	2033756433	06/05/2018		959-YS - Books - Youth Services	-59.54	59.54
TOTAL					-370.21	370.21
Bill Pmt -Check	12136	07/11/2018	Carrot-Top Industries, Inc.	102 - Flagstar Checking		-247.34
Bill	39289600	06/20/2018		726 - Supplies	-247.34	247.34
TOTAL					-247.34	247.34
Bill Pmt -Check	12137	07/11/2018	Culligan	102 - Flagstar Checking		-138.99
Bill	90245703	06/30/2018		726 - Supplies	-138.99	138.99
TOTAL					-138.99	138.99
Bill Pmt -Check	12138	07/11/2018	Demco, Inc.	102 - Flagstar Checking		-357.77
Bill	81700398	06/22/2018		775 - Collections Maintenance	-357.77	357.77
TOTAL					-357.77	357.77
Bill Pmt -Check	12139	07/11/2018	DTE Energy	102 - Flagstar Checking		-6,303.84
Bill	6303.84	06/29/2018		920 - Public Utilities	-227.00	227.00
				920 - Public Utilities	-6,076.84	6,076.84
TOTAL					-6,303.84	6,303.84
Bill Pmt -Check	12140	07/11/2018	Flagstar	102 - Flagstar Checking		-175.24
Bill	May-Jun18	06/22/2018		802-1 - TLN Automation	-175.24	175.24
TOTAL					-175.24	175.24
Bill Pmt -Check	12141	07/11/2018	Ingram Library Services	102 - Flagstar Checking		-103.37

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Milford Public Library
Check Detail
June 14 through July 16, 2018

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	35169302	06/21/2018		959-A · Books - Adult	-103.37	103.37
TOTAL					-103.37	103.37
Bill Pmt -Check	12142	07/11/2018	J.E. Strauss Consulting/CPA, LLC	102 · Flagstar Checking		-1,361.00
Bill	1290	06/30/2018		801 · Professional Services	-1,032.00	1,032.00
				801 · Professional Services	-329.00	329.00
TOTAL					-1,361.00	1,361.00
Bill Pmt -Check	12143	07/11/2018	Milford Water Dept.	102 · Flagstar Checking		-487.17
Bill	2ndQtr18	06/30/2018		920 · Public Utilities	-483.22	483.22
Bill	2ndQtr18-2	06/30/2018		920 · Public Utilities	-3.95	3.95
TOTAL					-487.17	487.17
Bill Pmt -Check	12144	07/11/2018	Overdrive	102 · Flagstar Checking		-346.90
Bill	01576CO18...	07/02/2018		977 · Electronic Resources	-346.90	346.90
TOTAL					-346.90	346.90
Bill Pmt -Check	12145	07/11/2018	Penguin Random House, LLC	102 · Flagstar Checking		-67.50
Bill	1089327353	06/20/2018		960-YS · Audio Visual - Youth Services	-33.75	33.75
Bill	1089323559	06/22/2018		960-A · Audio Visual - Adult	-33.75	33.75
TOTAL					-67.50	67.50
Bill Pmt -Check	12146	07/11/2018	Windstream (formerly PAETEC)	102 · Flagstar Checking		-85.87
Bill	Jul18	07/04/2018		850 · Communications	-85.87	85.87
TOTAL					-85.87	85.87

DIRECTOR'S REPORT

SUGGESTION BOX AND RANDOM COMMENTS

From the online suggestion form (same person who requested no fines for seniors in October 2017): I have a suggestion for consideration regarding overdue fines. Prior to moving to Milford, about two years ago, from Westlake, Ohio, I had a library membership at the Westlake Porter Public Library. There, they began the practice of eliminating fines for senior citizens. I believe Milford should institute the same practice. Many seniors have reduced incomes and some have limited mobility thus making even small fines inconvenient and occasionally meeting book return deadlines difficult. Senior citizens have certainly contributed to the development and growth of the Library throughout their working life and I believe deserve some special benefits when they make use of the Library's services. As the Library Director, you probably have the ear of the Library Board. When you have the opportunity, maybe you might mention my suggestion. I'm confident that it will be well received and very possibly implemented in the near future. Thank you, Ms. Hatch, for considering this idea. I'm probably not the first to propose it, but I believe that its being put in to practice would increase the popularity and approval of your already excellent Library. I wish you wonderful days ahead! And by the way, when I made a recent inquiry about fines, the staff member I spoke with demonstrated a terrific sense of quality customer service with her patience, helpfulness, and pleasantness. I'm sure that knowing you work with such good people makes your workday pleasurable.

STAFF UPDATES

Stephen Jackman will be joining the staff as a Full-Time Librarian in the Adult Services Department. He is a recent graduate of Wayne State University and has been an intern at Farmington Community Library.

STAFF ANNIVERSARIES

July: Sue Tompkins, Adult Services Librarian, 14 years
August: Karen Dobson, Head of Youth and Teen Services, 2 years
Whitney Schillack, Youth Services Librarian, 1 year

BUILDING UPDATES

Many issues with Brien's Services getting the irrigation started up this year. Several repairs needed to be made. In addition, after hearing reports from staff on a Saturday that the irrigation system ran ALL DAY LONG, I watched the system on Monday and discovered that they were correct. Contacted Brien's and the Irrigation Team came out twice and could not solve the issue. No fears, I read the manual and was able to solve the issue (There were multiple start times entered, so the irrigation would finish cycling through the zones and start over, and start over, and start over). The system is now running as expected.

We recently discovered that the door to the Materials Return was "bowed out." Further examination revealed a back corner of the return had been hit by something painted red. Based upon where the return was hit and the red, we suspect a mower from Brien's Services hit the return. Brien's has indicated a willingness to credit our account for the return being repaired. Library Design Associates will check to see if the return can be fixed either by repairing the door or replacing the door.

The projection screen was removed after ceasing to work (it could not be retracted most of the time without a reset of the motor and finally ceased to retract at all). I've obtained 2 quotes, but am trying for at least one more. Quotes are in the \$2,500 - \$2,900 range for a screen that is operated by a control button on the wall.

TLN UPDATES

As part of the new Telecommunications contract, our bandwidth has doubled to 100Mbps.

FRIENDS OF THE LIBRARY UPDATE

The FOL Board does not meet during the summer.

INCIDENT REPORTS

None

Adult Department Report

June 2018

Programs:

Outreach visits. 3 with a total of 25 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 June 6 program had 16 participants.

Exercise Cheap and Easy: A program featuring a doctor from Providence Park Hospital on how to work exercise into your daily routine. June 7, 11 participants.

The Perfect Pint: June 25. Author William Rapai on the Michigan craft brewing industry. Held at the River's Edge Brewing Company. 25 attendees.

Michigan Rediscovered with Ron Rademacher. June 17. A road trip to some of Michigan's more unique attractions. 24 attendees.

Adult Summer Reading. This year's summer reading theme is Reading Rocks. The adult summer reading program runs from June 16 to August 11. Adults can register and keep a reading log at the adult reference desk. Each book read earns one drawing tickets. A \$10 gift card from a local business is awarded every week, and a Grand Prize drawing for \$50 in Huron Valley Chamber Bucks will be drawn at the end of the program.

Other items:

Adult department staff conducted one one-on-one computer training session.

Adult staff proctored five tests.

Karin Boughey made one homebound visits.

Respectfully submitted:

Karin Boughey

Head of Adult Services

**Youth and Teen Services Report
June 2018**

Youth Services:

1000 Books before appears to be picking up again. At this time we have 43 children that have completed the program and with summer it seems more parents are resuming the program from last year and new parents are learning about the program.

June brought us our 2nd annual Mystery Father's Day craft event. The kids love the surprise that we create for Dad on his special day although I'm sure Dad probably gets his gift prior to the actual date. They just can't wait. On June 16th we had our Summer Reading Kick-Off Carnival that brought in many families. They were able to play carnival type games for prizes and make crafts all while signing up for the summer event.

During the first week of summer reading we offered programs on most days. Kelli conducted Read, Rhyme & Romp for babies and toddlers on Monday. We hosted The Music Lady, Bev Meyer on Wednesday. On Thursday, Heather & Kelli did Music & Motion for lower elementary. This summer Whitney has planned a number for Friday Fun Day events and we kicked it off with Ice Cream Science followed by Watercolor painting with squirt guns. Both well attended events. The second week was just as busy with a Pirate Sing-A-Long, Giant Games, Read, Rhyme & Romp and Friday Fun Day. We are expecting a busy summer.

Karen continues to attend meetings at Huron Valley Schools and Oakland Schools in regards to PA306, the Third Grade Reading Act. This Act basically states that if children are not reading at level in 3rd grade they will be held back and won't advance to 4th grade. From this #HVSreads was developed. Oakland Schools is working to put together county wide initiatives for library use.

The Youth staff worked hard to complete the retagging of Juvenile and Teen items in a timely fashion.

ABCMouse.com:	17 users		
AWE Early Learning station:	150 sessions	4957 total minutes	33 average minutes per session
Tumblebooks:	38 book views		

Youth Programs

<u>Date</u>	<u>Program</u>	<u>Attendance Total</u>
6/5/2018	Mystery Father's Day Craft	20
6/16/2018	SRP Kick Off Party	111
6/18/2018	Read, Rhyme, Romp	24
6/20/2018	The Music Lady	59
6/21/2018	Music and Motion	32
6/22/2018	FFD - Ice Cream Science	26
6/26/2018	Pirate Sing-Along	53
6/27/2018	Giant Games	22
6/28/2018	Read, Rhyme, Romp	47
6/29/2018	FFD - Squirt Gun Painting	21
Total		415

Teen Services:

During June, Grace finalized her plans for Summer Reading and completed preparation of all the reading challenges and flyers. We had several teens sign up for summer reading during the Kickoff however they did not participate in the carnival games and crafts. The teens had fun at Painting with Bob Ross and we may offer this to Tweens in the future.

Programs:

Teen Programs

6/16/2018	SRP Kick Off Party	6
6/21/2018	Painting with Bob Ross	8
6/25/2018	Teen Music Tech Take Apart	2

June Book Display:

Teen Advisory Board Recommendations

Submitted by Karen Dobson

Memo

To: Board of Trustees
From: Tina Hatch, Director
cc:
Date: July 12, 2018
Re: Conference Proposal

Recently, I received an email about an upcoming ALA/Harwood Institute for Public Innovation three day lab to "help libraries lead positive change in their communities." Many library and library organizations in Michigan and around the country have participated in Harwood events. This event appealed to me because, for once, the location and timing were right!

The dates of the workshop are Oct 9-11 in St. Louis, Missouri. This is immediately after my week of vacation at fitness camp in Tennessee. I could spend Sunday night with my parents in Dyersburg and have a short drive to St. Louis Monday evening.

Harwood Institute events are intense with discussions and hands-on activities. Participants will learn to:

- Tap libraries' natural values to contribute to the greater good and bring communities together
- Surface people's shared aspirations for their communities and help bring them to life
- Convene and lead productive, insightful community conversations
- Become stewards of public knowledge

This combined American Library Association / Harwood Institute initiative addresses a critical need within the field by developing and distributing new tools, resources, and support for librarians to engage with their communities in new ways. You can find out more about The Harwood Institute at: <https://theharwoodinstitute.org>

I believe that this workshop would be valuable to the library and help us continue to achieve our Strategic Plan and continue planning for the future as we lead up to a millage renewal in 2020. In addition, networking opportunities will offer long-term professional benefits, including sharing ideas and best practices throughout the field.

Costs to attend:

Workshop	\$995
Lodging at Workshop Hotel	\$605.00
Travel Expenses (Mileage, Airplane tickets)	\$0
Total	\$1,598.00

Due to these workshops filling up fast, I have registered prior to Board approval. However, that was done only with the knowledge that cancellation is possible up to 30 days before the event. Due to the Continuing Education Stipend received by Karen Dobson for PLA Conference attendance, we have more funds in Education and Training than we did at the beginning of the year (The stipend is \$1,600 regardless of the costs for an out of state conference, while our actual costs were about \$600 less than that). Due to the fact that our library has received a stipend for this year, we cannot apply for another one in the same year.

I recognize that this conference is more costly than most of the workshops and conferences library staff attend, but I believe it will be valuable to our organization.

Recommendation: Approve attendance at Harwood Institute Lab in St. Louis, MO, October 9-11, 2018.