



FARMINGTON COMMUNITY LIBRARY

**Farmington Community Library
Board of Trustees Meeting
Thursday, September 08, 2022
6:00 p.m.**

Contact Trustees

<http://www.farmlib.org/contact-the-library-board/>

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
September 08, 2022

- **Call to Order (6:05)**
- **Approval of Agenda**
- **Minutes**
 - Approval of Minutes - Regular Board Meeting - August 11, 2022
- **Space Utilization Comments (6:15-6:35)**
- **Treasurers Report (6:35-6:40)**
 - Operating Bills
 - Approval of August 2022 Bills
- **Friends Report (6:40-6:50)**
- **Director's Report (6:50-7:30)**
 - Facilities Report
 - Pat McCormick Sound Equipment Upgrade
 - Jill O'Hara (Put Jill first, hers won't take that long)
- **Sub-Committee Updates (7:30-7:40)**
 - Strategic Planning Committee
 - Personnel Committee
- **Unfinished Business (7:40-7:50)**
 - Board retreat
- **New Business (7:50-8:10)**
 - Holiday Schedule
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – August 11, 2022**

Board Members Present: Duron-Willner, Hahn, Kelly, McClellan, Stryd, White

Board Members Absent: Brown, Murphy

Staff Members Present: Siegrist, Wrench, Showich-Gallup, Zitter Masindi

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:02 p.m. by Board President Duron-Willner.

APPROVAL OF AGENDA

MOTION by Kelly to approve the Agenda for the August 11, 2022 Board meeting was supported by Stryd.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by McClellan to approve the Minutes of the Regular Board Meeting held on July 14, 2022, was supported by Stryd, with the inserted correct amount for operating expenses presented, \$366, 489.92.

There was no quorum at this meeting.

Vote: Aye: Duron-Willner, McClellan, Stryd

Opposed: None

Abstain: Kelly, White, Hahn

Motion passed.

OPERATING BILLS

MOTION by Duron-Willner that the Board of Trustees approve June expenditures totaling \$366, 489.92 was supported by McClellan.

Vote: Aye: Duron-Willner, McClellan, Kelly, Stryd, White

Opposed: None

Abstain: Hahn

Motion passed.

MOTION by Duron-Willner that the Board of Trustees approve July expenditures totaling \$409,599.65 was supported by Kelly.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FRIENDS' REPORT (Stacey Charlebois)

- S. Charlebois attended the ALA conference in June and virtual United for Libraries (Michigan chapter) conference in August.
- Friends board will meet in September.
- Friends will seek rating as a charity.

LIBRARY DIRECTOR'S REPORT (Kelley Siegrist)

- K. Siegrist and M. Showich Gallup attended Harvest Moon Volunteer Appreciation event on July 16. Friends will work beer tent on September 16.
- Merritt Cieslak will meet conduct walkthroughs on Aug. 8, 12, and 25 as space utilization study continues.
- FCL will present to City of Farmington Hills study session on August 15.
- FCL staff to be present at EPC Health and Safety Fair August 18 and at Farmington Public Schools Back-to-School Celebration on August 23.
- Miss Farmington Cities Scholarship winner for 2022 (NAME?) is promoting the service project Today a Reader! Tomorrow a Leader! FCL will assist.
- The *New York Times* and the *Wall Street Journal* will be available to patrons through the website beginning September 1.

- **Facilities Report** (Donald Wrench)

- Fire Door

MOTION by Hahn to approve the bid of MCM for work on fire door contingent upon approval of contract language by Mike Blum and D. Wrench and K Siegrist was supported by McClellan.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

- Charging stations still requiring further study with DTE, Farmington Hills, and Farmington.
- Megan Drozan and D. Wrench are assessing next steps for conveyor.
- Parking lot patching at Twelve Mile, painting in Quiet Study and Children's Study done. Tween furniture is in place at Liberty Street.
- Profile of staff member - Lisa Laesch Vanstone, who presented Disability Support Collection.
- **Marketing** (Sarah Zitter Masindi)
 - New website August 26.
 - Library Extravaganza set for September 18 at Twelve Mile.

MOTION by McClellan to approve allocating \$50,000 for marketing efforts was supported by Kelly.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

COMMITTEE REPORTS

Strategic Planning (Michele Kelly)

-
- Strategic plan facilitation bid

MOTION by Stryd to approve Fast Forward Libraries to facilitate the strategic plan was supported by Kelly.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

Personnel Committee (Ernie McClellan)

- Director evaluation tool

MOTION by Duron-Willner to approve the director evaluation tool developed by the Personnel Committee was supported by Hahn.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

UNFINISHED BUSINESS

- Minutes from June 9, 2022

MOTION by Kelly to approve the Minutes of the Regular Board Meeting held on June 9, 2022, was supported by Stryd.

Vote: Aye: All in favor (5-0)

Opposed: None

Abstain: White

Motion passed.

- Closing Farmington on September 18

MOTION by Kelly to close the Farmington branch of the library on September 18, 2022, during the Extravaganza was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

(Board member Kelly left meeting.)

NEW BUSINESS

None

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

None

CORRESPONDENCE

None

PUBLIC COMMENT

None

ADJOURNMENT

MOTION by Stryd to adjourn the Board Meeting was supported by McClellan.

Vote: Aye: All in favor (5-0)

Opposed: None

Motion passed.

The Board meeting was adjourned by President Duron-Willner. The next meeting of the Library Board is scheduled for Thursday, September 8, 2022 at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

DRAFT



Plante & Moran, PLLC
 27400 Northwestern Highway
 P.O. Box 307
 Southfield, MI 48067-0307
 Tel: 248.552.2500
 Fax: 248.552.0018
 plante@pm.com

Farmington Community Library
 Check Register

September 6, 2022

To: Kelley Siegrist, Library Director
 Farmington Community Library (FCL) Board of Directors

Re: July 2022 Monthly Financial Statements

Enclosed are the following Monthly Financial Statements for your review:

1. Check Register
2. Balance Sheet – General Fund
3. Revenue & Expenditure Report – General Fund
4. Balance Sheet – Endowment Fund
5. Revenue & Expenditure Report – Endowment Fund
6. Balance Sheet – Capital Reserve Fund
7. Revenue & Expenditure Report – Capital Reserve Fund
8. Investment Report

Note: We are unable to obtain online banking access to the Liberty Endowment account located at Fidelity. This account will be updated upon receipt of the paper statement.

Fiscal Year Ending June 30, 2022, balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork began August 22, 2022.

Thank you.

Disclaimer: These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.



Date	Vendor	Document No	Amount Cleared
08/02/2022	10126--Michigan Employers Retirement		4,796.57 In Transit
08/02/2022	10126--Michigan Employers Retirement		1,409.61 In Transit
08/02/2022	10126--Michigan Employers Retirement		3,687.23 In Transit
08/02/2022	10126--Michigan Employers Retirement		1,129.22 In Transit
08/02/2022	10126--Michigan Employers Retirement		3,086.16 In Transit
08/02/2022	10140--ADP, LLC		23,723.98 In Transit
08/17/2022	10126--Michigan Employers Retirement		5,260.28 In Transit
08/17/2022	10126--Michigan Employers Retirement		1,409.61 In Transit
08/17/2022	10126--Michigan Employers Retirement		1,152.13 In Transit
08/17/2022	10126--Michigan Employers Retirement		4,087.55 In Transit
08/17/2022	10126--Michigan Employers Retirement		4,115.77 In Transit
08/17/2022	10140--ADP, LLC		36.16 In Transit
08/17/2022	10140--ADP, LLC		25,895.83 In Transit
08/17/2022	10140--ADP, LLC		4,039.52 In Transit
08/17/2022	10140--ADP, LLC		4,365.75 In Transit
08/30/2022	10126--Michigan Employers Retirement		1,408.82 In Transit
08/30/2022	10126--Michigan Employers Retirement		1,328.08 In Transit
08/30/2022	10126--Michigan Employers Retirement		1,380.78 In Transit
08/30/2022	10126--Michigan Employers Retirement		3,744.76 In Transit
08/30/2022	10140--ADP, LLC		22,847.19 In Transit
08/30/2022	10140--ADP, LLC		36.16 In Transit
08/30/2022	10140--ADP, LLC		23,189.65 In Transit
	Total for Clearing		143,320.14

Date	Vendor	Account No:	Amount Cleared
08/08/2022	10025--Danose Mechanical Inc		565.00 In Transit
08/08/2022	10033--Demco Inc.		299.66 In Transit
08/08/2022	10017--CDW Government Inc		6,385.34 In Transit
08/08/2022	10020--Gordon Food Service Inc		19.99 In Transit
08/08/2022	10220--PTS Communications		180.00 In Transit
08/08/2022	10058--Ballieres Plus Bulbs		185.33 In Transit
08/08/2022	10448--Eran Wilson		2,000.00 In Transit
08/08/2022	10404--Eran Wilson		2,000.00 In Transit
08/08/2022	10201--Plante Moran		3,333.82 In Transit
08/08/2022	10432--Justin Mitchell		38.95 In Transit
08/08/2022	10417--Anna Granich		28.21 In Transit
08/08/2022	10450--Oakland County Parks		575.00 In Transit
08/08/2022	10050--Lakeshore Learning Materials		19.98 In Transit
08/08/2022	10391--Emanuel DeCenzo		28.49 In Transit
08/08/2022	10286--Northville Locksmith		590.00 In Transit
08/08/2022	10024--Fred's Landscape		2,065.00 In Transit
08/08/2022	10164--Tsal Fong Books, Inc		153.83 In Transit
08/08/2022	10454--Allied Building Services of Detroit, Inc.		46.95 In Transit
08/08/2022	10108--A1 & Long Distance		9,500.00 In Transit
08/08/2022	10004--Accoy Maintenance Inc		3,889.00 In Transit
08/08/2022	10004--Accoy Maintenance Inc		573.00 In Transit
08/08/2022	10082--OverDrive, Inc		10,000.00 In Transit
08/18/2022	10034--FastSigns		4,227.43 In Transit
08/18/2022	10436--The Library Store		1,230.44 In Transit
08/18/2022	10137--Value Line Publishing Inc		8,461.11 In Transit
08/18/2022	10029--Unique		5,000.00 In Transit
08/18/2022	10054--Schindler Elevator Corp		90.00 In Transit
08/18/2022	10261--ProQuest LLC		1,987.06 In Transit
08/18/2022	10289--Talkingtech US LTD LLC		18,111.08 In Transit
08/18/2022	10079--Midwest Tape Hoopla		2,763.00 In Transit
08/18/2022	10023--Will Mechanical, Inc		8,744.40 In Transit
08/18/2022	10122--Library Ideas		1,042.25 In Transit
08/18/2022	10026--Danose Mechanical Inc		387.11 In Transit
08/18/2022	10015--Merckel Consolium		360.00 In Transit
08/18/2022	10315--Merckel Consolium		5,788.84 In Transit
08/18/2022	10457--Double Play Fuel and Tuba		250.00 In Transit
08/18/2022	10141--Bennister/A-6803		12,901.00 In Transit
08/18/2022	10417--Anna Granich		30.48 In Transit
08/18/2022	10458--Toy Public Library		14.07 In Transit
08/18/2022	10393--Lisa Phillips		85.00 In Transit

Created on: 09/01/2022, 8:36 PM EDT

Farmington Community Library
Check Register

Date	Vendor	Document No	Amount Cleared
08/18/2022	10335--St. Clair County Library		19.99 In Transit
08/18/2022	10050--Lakeshore Learning Materials		245.10 In Transit
08/18/2022	10054--Schneider Elevator Corp		6,095.64 In Transit
08/18/2022	10201--Pringle Moran		3,272.39 In Transit
08/18/2022	10092--T.I., Inc.		8,900.00 In Transit
08/18/2022	10186--Cengage Learning Inc / Gale		32.99 In Transit
08/18/2022	10453--New Public Library		6,000.00 In Transit
08/18/2022	10054--Schneider Elevator Corp		2,895.00 In Transit
08/18/2022	10219--Midwest Collaborative for Library Services		170.00 In Transit
08/18/2022	10234--MML Wickers' Comp Fund		5,090.00 In Transit
08/18/2022	10020--Gordon Food Service Inc		92.61 In Transit
08/18/2022	10010--McGow Maintenance Inc		9,890.00 In Transit
08/18/2022	10011--Midwest Tape		542.80 In Transit
08/18/2022	10004--Ingram Library Services		255.77 In Transit
08/18/2022	10016--Advanced Pest Control		2,688.00 In Transit
08/18/2022	10027--OverDrive, Inc		3,269.68 In Transit
08/18/2022	10027--Great Lakes Ace Hardware		454.16 In Transit
08/18/2022	10042--Rowan & Littlefield Publishing Group		15,596.41 In Transit
08/18/2022	10132--Sonos Inc. Inc		11,129.53 In Transit
08/18/2022	10030--Baker & Taylor Inc		601.49 In Transit
08/18/2022	10050--Shelburne Sal Tree		235.00 In Transit
08/22/2022	10095--Janniter Harper		540.00 In Transit
08/22/2022	10012--NBS		2,149.00 In Transit
08/22/2022	10074--Library Design Associates Inc.		3,689.56 In Transit
08/22/2022	10035--The Library Network		299.11 In Transit
08/22/2022	10050--Lakeshore Learning Materials		8,680.76 In Transit
08/22/2022	10046--EvisionWare, Inc		187.15 In Transit
08/22/2022	10071--Graphic Sciences, Inc		195.48 In Transit
08/22/2022	10029--Unique		77.50 In Transit
08/22/2022	10190--Observer & Eccentric Newspapers		11,900.00 In Transit
08/22/2022	10221--Janniter World		709.17 In Transit
08/22/2022	10242--New Farmington Hills Dept of Special Services		24,448.42 In Transit
08/22/2022	10147--ELM		13,781.25 In Transit
08/22/2022	10143--Blue-Care Network		80.83 In Transit
08/22/2022	10186--Cengage Learning Inc / Gale		1,467.78 In Transit
08/22/2022	10121--Library Ideas		1,503.02 In Transit
08/22/2022	10017--CDW Government Inc		1,103.00 In Transit
08/22/2022	10008--Amazon		799.00 In Transit
08/24/2022	10015--Teshiba America Business Solutions		2,450.00 In Transit
08/24/2022	10284--MBM Technology Solutions		2,450.00 In Transit
08/24/2022	10049--Johnson Controls Fire Protection		2,116.50 In Transit
08/24/2022	10026--F.L. Lorraine & Sons Landscaping		4,331.25 In Transit
08/24/2022	10023--Will Mechanical, Inc		2,271.82 In Transit
08/24/2022	10034--Fred's Landscaping		2,466.98 In Transit
08/24/2022	10187--Network Services Company		495.44 In Transit
08/24/2022	10001--Midwest Library Services		242.77 In Transit
08/24/2022	10008--Amazon		11,817.79 In Transit
08/24/2022	10000--Baker & Taylor Inc		268,204.71
Total for Bill.com Clearing			
08/01/2022	Bank--Comerica		475.00 In Transit
08/09/2022	10236--Cameron Zyrus		123.99 In Transit
08/09/2022	10006--Bipm House Networks		110.49 In Transit
08/09/2022	10009--Consumers Energy		273.38 In Transit
08/09/2022	10238--O.C.W.R.C.		1,424.49 In Transit
08/09/2022	10238--O.C.W.R.C.		1,933.35 In Transit
08/12/2022	10019--Clear Rate Communications		174.95 In Transit
08/12/2022	10019--Clear Rate Communications		(427.90) In Transit
08/12/2022	10330--Comerica Commercial Card Services		1,075.37 In Transit
08/12/2022	10019--Clear Rate Communications		1,075.37 In Transit
08/12/2022	10014--T-Mobile		16,728.11 In Transit
08/18/2022	10005--DTE Energy		5,366.99 In Transit
08/18/2022	10005--DTE Energy		1,457.85 In Transit
08/22/2022	10043--Consumers Energy		425.00 In Transit
08/25/2022	10464--International Minute Press		8,718.71 In Transit
08/25/2022	10003--AT&T		200.49 In Transit
08/26/2022	10087--WM Corporate Services, Inc.		4,781.89 In Transit

Farmington Community Library
Check Register

Date	Vendor	Document No	Amount Cleared
08/29/2022	10003--AT&T		746.94 In Transit
	Total for 8/29/2022		44,466.97

Motion Required:

I move that the Board approve the above expenditures as presented

GRAND TOTAL: \$455,991.82

General Fund
 Farmington Community Library
 Comparative Balance Sheet
 As of August 31, 2022

Assets	PERIOD ENDED		PERIOD ENDED		CHANGE	% CHANGE
	06/30/2022	08/31/2022	06/30/2022	08/31/2022		
Cash & Cash Equivalents	337,487.89	294,775.36	(76,692.23)	(22.72) %		
000001 - General Checking - Comerica	1,790.00	1,490.00	(300.00)	0.00 %		
000004 - Petty Cash - Checking - Comerica	287,695.00	293,827.59	6,144.59	2.13 %		
000011 - Village Money Market - Comerica	5,593,236.99	6,107,740.80	594,503.81	9.86 %		
Total Cash & Cash Equivalents	6,179,647.58	6,698,533.75	483,956.17	7.83 %		
Other Assets						
000018 - Accounts Receivable	201,091.23	191,725.46	(9,365.77)	(4.65) %		
000040 - Accounts Receivable - Metro Net	0.00	43,653.08	43,653.08	100.00 %		
000042 - Accounts Receivable - Friends	52,330.24	52,330.24	0.00	0.00 %		
000043 - Accounts Receivable - Interlibrary Loan	1,420.00	1,420.00	0.00	0.00 %		
000123 - Prepaid Expense	138,435.89	46.67	(138,479.22)	(100.00) %		
Total Other Assets	391,866.92	287,787.45	(104,079.47)	(26.61) %		
Total Assets	6,571,514.50	6,986,321.20	399,647.20	5.77 %		
Liabilities and Equity						
Current Liabilities						
000203 - Annual Accruals Payable	172,312.81	142,503.98	(29,808.83)	(17.29) %		
000209 - Friends of Library - Book Sale	22,974.89	0.00	(22,974.89)	(100.00) %		
000216 - Due to Other Governments	0.00	2,568.34	2,568.34	100.00 %		
000257 - Accrued Payroll	17,886.52	17,896.52	0.00	0.00 %		
000258 - Section 125 - Medical Reimburse	88,023.87	0.00	(88,023.87)	(100.00) %		
Total Current Liabilities	301,316.30	163,951.66	(137,364.64)	(45.75) %		
Long Term Liabilities						
000331 - Unemployment Liability	398,452.50	398,452.50	0.00	0.00 %		
000339 - Unearned Revenues	467,782.74	52,330.24	(415,452.50)	(88.80) %		
Total Long Term Liabilities	762,299.04	614,332.46	(137,966.58)	(18.33) %		
Total Liabilities	1,063,615.34	778,284.12	(285,331.22)	(26.83) %		
Equity						
000190 - Fund Balance	5,064,919.00	5,819,314.86	764,395.86	15.12 %		
Total Equity	5,064,919.00	5,819,314.86	764,395.86	15.12 %		
Net Income Current Period	764,395.86	517,611.94	(246,783.92)	(32.28) %		
Total Liabilities and Equity	6,571,513.90	6,986,321.20	379,647.20	5.77 %		

General Fund
 Farmington Community Library
 Revenue and Expenditure Report
 As of August 31, 2022

	Year Ending		Year Ending		Year To Date		% BUDGET
	06/30/2022	08/31/2022	06/30/2023	08/31/2023	06/30/2022	08/31/2022	
Revenue							
000404 - Summer Tax Revenue - Hills	3,489,180.01	3,689,852.00	3,690,862.00	1,219,535.81	33.64 %		
000405 - Summer Tax Revenue - City	346,061.85	382,464.00	382,464.00	257,993.71	67.46 %		
000406 - Winter Tax Revenue - Hills	2,016,734.06	2,161,003.00	2,161,003.00	0.00	0.00 %		
000407 - Winter Tax Revenue - City	201,813.60	223,934.00	223,934.00	99.00	4.90 %		
000410 - Billigant Taxes	42,897.03	42,897.00	42,897.00	0.00	0.00 %		
000430 - Special From Regulated PRT	315,258.00	158,115.00	158,115.00	0.00	0.00 %		
000539 - Special From Regulated PRT	142,828.50	78,155.00	78,155.00	142,828.50	89.76 %		
000540 - State Aid - Farmington Library	93,941.54	785.00	785.00	47,298.56	60.52 %		
000602 - Auditium Fees	5,078.00	15,000.00	15,000.00	1,600.00	14.27 %		
000603 - Metro Net Agency Fee	9,620.00	10,000.00	10,000.00	2,140.00	21.93 %		
000642 - Copy Vending Machines Revenue	10,000.00	10,000.00	10,000.00	0.00	0.00 %		
000643 - Snack Vending Machines Revenue	24,650.40	32,150.00	32,150.00	4,786.20	19.43 %		
000646 - Memorial & Gifts Revenue	1,231.77	45.00	45.00	0.00	0.00 %		
000845 - Memorial & Gifts Revenue	1,231.00	11,700.00	11,700.00	600.00	5.13 %		
000846 - Memorial & Gifts Revenue	5,750.84	6,400.00	6,400.00	964.05	15.06 %		
000865 - Interest - Local Book	3,932.49	3,700.00	3,700.00	0.00	0.00 %		
000870 - Interest - Gift Fund only	5.03	30.00	30.00	0.00	0.00 %		
000871 - Other Misc Revenue	20,295.36	28,280.00	28,280.00	2,127.46	8.10 %		
000874 - Gifts From Friends of Library	149,171.58	80,000.00	80,000.00	0.00	0.00 %		
Total Revenue	6,936,911.74	7,213,933.00	7,213,933.00	1,682,546.79	23.92 %		
Expenses							
Payroll and Related Expenses							
000702 - Salaries & Wage Expense	2,299,287.80	2,891,808.00	2,891,808.00	392,215.52	13.61 %		
000703 - Employers FICA Expense	63,889.75	63,889.00	63,889.00	0.00	0.00 %		
000723 - Other FICA Expense	143,200.00	143,200.00	143,200.00	17,546.87	12.25 %		
000725 - Dental, Optical, & Hearing	140,316.62	146,200.00	146,200.00	38,129.60	26.23 %		
000726 - Hospitalization Insurance	15,844.27	30,000.00	30,000.00	5,143.36	17.14 %		
000727 - Group Life - Mutual of Omaha	282,891.05	327,900.00	327,900.00	71,418.98	21.78 %		
000728 - Retirement Fund - Employers	14,282.68	21,200.00	21,200.00	4,070.07	19.20 %		
Total Payroll and Related Expenses	2,653,828.45	299,816.00	299,816.00	63,987.16	21.50 %		
Other Expenses							
000750 - Office Supplies	12,889.08	20,000.00	20,000.00	2,896.53	14.03 %		
000752 - Operating Supplies	23,224.50	24,500.00	24,500.00	0.00	0.00 %		
000754 - Vending Equipment & Supplies	14,500.00	38,000.00	38,000.00	24,500.00	14.79 %		
000755 - Professional Services	35,380.95	275,000.00	275,000.00	23,328.75	61.29 %		
000901 - Professional Services	230,242.38	275,000.00	275,000.00	27,576.61	10.03 %		

General Fund

Farmington Community Library
Revenue and Expenditure Report
As of August 31, 2022

	Year Ending 08/31/2022		Year Ending 08/31/2023		Year To Date 08/31/2022		% BUDGET
	EXPENDITURE	PERCENT BUDGET	AMENDED BUDGET	YTD BUDGET	YTD BUDGET	% BUDGET	
000902 - Friends - Credit Card pass thru	0.00	0.0%	0.00	0.00	178.40	0.00%	
000903 - Telephone	20,480.00	20.480%	20,480.00	1,940.50	1,940.50	9.48%	
000904 - Textbooks	7,000.00	7.000%	7,000.00	1,267.60	1,267.60	18.11%	
000905 - Transportation	3,008.72	3.009%	1,080.00	628.82	628.82	57.69%	
000906 - Programming & Publicity	7,030.92	7.031%	15,000.00	10,403.91	10,403.91	16.01%	
000907 - Processing	35,491.80	35.492%	52,000.00	502.27	502.27	0.97%	
000908 - Gift Fund Purchases	7,268.41	7.268%	0.00	0.00	189.88	0.00%	
000909 - Friends Gift Purchases	90,778.67	90.779%	80,000.00	80,000.00	24,475.89	30.59%	
000910 - Training & Conferences	1,828.00	1.828%	23,000.00	23,000.00	40.00	0.09%	
000911 - Memberships	6,959.48	6.959%	18,000.00	18,000.00	3,231.20	17.85%	
000912 - Vehicle	21,343.79	21.344%	37,250.00	37,250.00	0.00	0.00%	
000913 - Electricity	181,333.79	181.334%	188,000.00	188,000.00	22,124.10	11.77%	
000914 - Landscaping/Snow Removal	27,008.45	27.008%	26,000.00	26,000.00	293.83	1.13%	
000915 - Landscaping/Snow Removal	43,271.53	43.272%	39,500.00	39,500.00	5,425.55	13.73%	
000916 - Maintenance/Repairs	35,264.73	35.265%	47,000.00	47,000.00	3,041.75	6.47%	
000917 - Repairs & Maintenance Supplies	20,363.03	20.363%	69,000.00	69,000.00	3,041.75	6.47%	
000918 - Maintenance Contracts	231,466.94	231.467%	300,000.00	300,000.00	2,718.57	0.40%	
000919 - Insurance & Bonds	80,628.00	80.628%	78,620.00	78,620.00	87,141.35	10.95%	
000920 - Technology Upgrades	29,404.50	29.405%	153,000.00	153,000.00	40,242.80	5.24%	
000921 - E-Library Cataloging (COLC)	2,141.00	2.141%	15,175.00	15,175.00	1,458.72	0.24%	
000922 - Miscellaneous	54,579.20	54.579%	7,000.00	7,000.00	21,454.43	101.32%	
000923 - Building & Improvements	10,202.54	10.203%	10,000.00	10,000.00	494.90	7.07%	
000924 - Furniture/Furnishings	246,993.43	246.993%	320,000.00	320,000.00	0.00	0.00%	
000925 - Vehicle	1,802.31	1.802%	60,000.00	60,000.00	82,740.44	19.81%	
000926 - Books	1,803.46	1.803%	1,600.00	1,600.00	10,610.11	17.68%	
000927 - eBooks	229,059.45	229.059%	278,000.00	278,000.00	0.00	0.00%	
000928 - Software	0.00	0.00%	100,000.00	100,000.00	33,829.94	12.17%	
000929 - Equipment	27,989.85	27.990%	72,000.00	72,000.00	15,754.90	10.13%	
000930 - Computers	12,501.55	12.502%	15,000.00	15,000.00	15,657.24	10.00%	
000931 - Repairs	30,000.00	30.000%	30,000.00	30,000.00	0.00	0.00%	
000932 - Integrated Library System	170,328.87	170.329%	188,000.00	188,000.00	5,296.08	5.19%	
000933 - Information Resources	34,324.60	34.325%	55,000.00	55,000.00	63,165.61	33.42%	
000934 - Video/DVD/Movie Collection	236,308.67	236.309%	219,400.00	219,400.00	13,039.89	23.71%	
000991 - TLN (formerly Memo Net)	58,381.08	58.381%	68,450.00	68,450.00	48,638.35	22.17%	
Total Other Expenses	24,728.52	24.729%	36,500.00	36,500.00	4,157.89	6.07%	
Total Expenses	2,371,737.75	3,083,620.00	3,135,620.00	543,121.05	1,733%	17.33%	
Transfers	5,553,491.24	7,148,348.00	7,158,348.00	1,164,934.85	16.18%	16.18%	
000995 - Transfer out		(817,586.00)	(65,584.00)	(65,584.00)	0.00	0.00%	

General Fund

Farmington Community Library
Revenue and Expenditure Report
As of August 31, 2022

Year Ending 08/31/2022		Year Ending 08/31/2023		Year To Date 08/31/2022		% BUDGET
EXPENDITURE	PERCENT BUDGET	AMENDED BUDGET	YTD BUDGET	YTD BUDGET	% BUDGET	
(617,586.00)	(61.759%)	(65,584.00)	(65,584.00)	0.00	0.00%	
765,833.90	76.583%	0.00	57,611.94	(1,034.22)%		

Endowment Fund
 Farmington Community Library
 Comparative Balance Sheet
 As of August 31, 2022

	PERIOD ENDED 08/30/2022	PERIOD ENDED 08/31/2022	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents	348,803.39	348,208.35	1,594.96	0.45%
000017 - Library Endowment Fund	348,803.39	348,208.35	1,594.96	0.45%
Total Cash & Cash Equivalents	348,803.39	348,208.35	1,594.96	0.45%
Total Assets	348,803.39	348,208.35	1,594.96	0.45%
Liabilities and Equity				
000075 - Fund Balance - Restituted - Farmington Branch	100,000.00	100,000.00	0.00	0.00%
000380 - Fund Balance - Committed - Future endowments	252,745.48	246,623.39	(6,122.09)	(2.42)%
Total Equity	352,745.48	346,623.39	(6,122.09)	(1.73)%
Net Income Current Period	(6,122.09)	1,594.96	7,707.05	(126.88)%
Total Liabilities and Equity	346,623.39	348,208.35	1,584.96	0.45%

Endowment Fund
 Farmington Community Library
 Revenue and Expenditure Report
 As of August 31, 2022

	Year Ending 08/30/2022 END BALANCE	Year To Date 08/31/2022 YTD BALANCE
Revenue		
000669 - Investment Gain Loss	(6,122.09)	1,594.96
Total Revenue	(6,122.09)	1,594.96
Total Revenue in Excess of Expenses	(6,122.09)	1,594.96

Capital Reserve Fund
 Farmington Community Library
 Comparative Balance Sheet
 As of August 31, 2022

	PERIOD ENDED		CHANGE	% CHANGE
	08/30/2022	08/31/2022		
Assets				
Cash & Cash Equivalents	2,920,151.25	2,921,087.02	935.77	0.03%
000011 - Malleable Money Market - Comerica	2,920,151.25	2,921,087.02	935.77	0.03%
Total Cash & Cash Equivalents	2,920,151.25	2,921,087.02	935.77	0.03%
Total Assets	2,920,151.25	2,921,087.02	935.77	0.03%
Liabilities and Equity				
Equity	2,301,389.79	2,920,151.25	618,761.46	26.88%
000390 - Fund Balance	2,301,389.79	2,920,151.25	618,761.46	26.88%
Total Equity	2,301,389.79	2,920,151.25	618,761.46	26.88%
Net Income Current Period	618,761.46	935.77	(617,845.69)	(99.84)%
Total Liabilities and Equity	2,920,151.25	2,921,087.02	935.77	0.03%

Capital Reserve Fund
 Farmington Community Library
 Revenue and Expenditure Report
 As of August 31, 2022

Revenue	
000955 - Interest	
Total Revenue	
Transfers	
000699 - Transfer In	
Total Transfers	
Total Revenue in Excess of Expenses	

Year Ending	Year To Date
08/30/2022	08/31/2022
END BALANCE	YTD BALANCE
1,195.46	935.77
1,195.46	935.77
617,896.00	0.00
617,896.00	0.00
618,761.46	935.77

Farmington Community Library
 Investment Report
 Month Ending July 31, 2022

Account Name	Balance	Cr/Dr	Current Month Interest	Current Month Dividend	YTD Interest Income & Dividend	Calendar Year	Investment Type	GL Acct
General Fund - Money Market	8,179,077.26	0.2%	1,019.66		3,555.88	1/24/2021	Money Market	060011
Fidelity Liberty Fund	8,072,620.58	N/A			1,794.95	1/24/2021	Investment	060011

Director's Report September 8, 2022

Patron Comments

Included in your Board packet.

Monthly Birthday Celebrations

August birthdays included Lynn Cohen, Lijun Xue, Patricia Ballard, Zoe Doughty, Kristel Sexton, Chrissy Palanjian, Sharon Lu, Sandy Herman, Joyce Decenso. Various flavors of pie were the choice this month.

Strategic Plan

I met briefly with Amanda Standefer from Fast Forward Libraries to start the strategic planning process. We have a team of staff members and a Board member who will be working with Amanda and her team. The tentative timeline is included in your Board packet. The team includes Kelley Siegrist, Maria Showich-Gallup, Sarah Zitter Masindi, Jill Baker, Megan Drozan, Kristel Sexton, Faren Watson, Rebecca brown, Megan Stryd, Danette Duron-Willner (ADHOC Member). The process is moving fast. Another small team was created to work on the community engagement process – surveys, interviews, and focus groups. The Engagement group has been tasked with developing a list of community organizations, individuals, businesses, etc. who we can ask to participate in individual interviews and/or focus groups. There will be 10 individual interviews and 7 focus groups. These will take place in October/November. The community survey will go out in October.

CBIZ Interim-Year GASB Statements No. 74 and 75

Included in your Board Packet is the interim-year disclosure of Othe Post-Employment Benefits (OPEBs). Given that the plan is overfunded, there is no budget impact. FCL is in an asset position so no annual contributions necessary. FCL is just paying normal benefits that are already in the budget on a pay as you go basis.

Library Extravaganza Sunday, September 18

Postcards have been mailed and should have hit households the week of August 29 – September 2. The property management company for the building behind Twelve Mile has given approval for the library to use their parking space for the event, if needed. Maria has been in contact with Chief King regarding the event.

Author Event Marie Benedict

Author Marie Benedict will be speaking on October 20 at 7:00 PM. Registration is now open on our website. Patrons can attend in-person or via Zoom. This program is generously funded by the Farmington Friends of the Library.

Non-Profit Program Series

This series of programs has been very popular. There are four in the series: Is Starting a Non-Profit Right for You, Introduction to Finding Grants (we had to add an additional

class for this one), Beginning Grant Proposal Writing, Marketing Done Right – Remember the Basic 4

Jewish Vocational Human Services

We have been working with JVS for a few months now. It is a non-profit that helps people with disabilities locate and find employment despite having a disability. JVS pays these individuals. They come in for two weeks with a Job Coach and assist / help with various needs we have, mainly shelving, to get an idea for what it would be like to work at a Library.

Farmington Press Article

The week of Sept. 6, there will be an article in the Farmington Press highlighting the Extravaganza and also an advertisement.

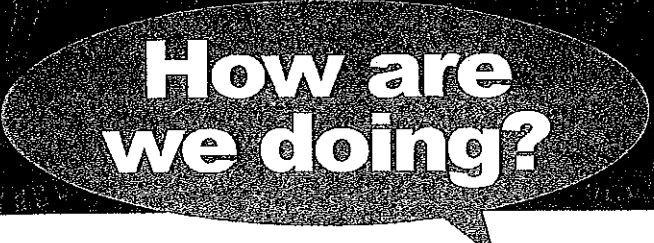
New Doors at Farmington

The new doors are in at Farmington! Staff and patrons are so excited to have these new doors. They allow for easier accessibility and gives the building a much needed facelift.

Submitted by
Kelley Siegrist
Director



FARMINGTON COMMUNITY LIBRARY
www.farmlib.org



Name _____ Date _____
Address _____ City Warren Zip _____
Phone _____ Email _____

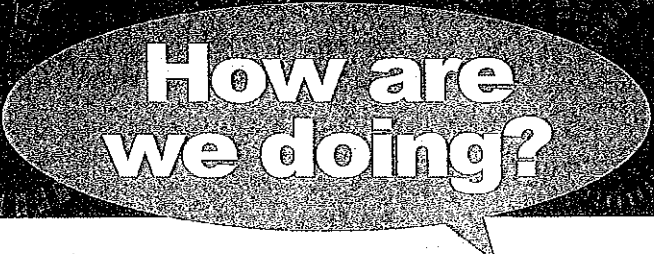
What made your Library visit special?

Your people that clean the library do a great job!

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY
www.farmlib.org



Name _____ Date _____
Address _____ City _____ Zip _____
Phone _____ Email _____

What made your Library visit special?

RESPECTFUL & HELPFUL

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____ Date _____

Address _____ City _____ St Zip _____

Phone _____ Email _____

What made your Library visit special?

PLAYING & LEARNING IN KIDS AREA

Turn over to leave a suggestion for Library staff.

Suggestion:

TECHNICAL TRAINING (OR) KIDS PROJECTS - ENVIRONMENT & SCIENCE

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our Service Improvement Team reads and reviews all suggestions!



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____

Date _____

Address _____

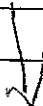
City _____ Zip _____

Phone _____

Email _____

What made your Library visit special?

SEE BACK



Turn over to leave a suggestion for Library staff.

Suggestion:

1) THE Front lobby entrance badly in need of updates. A Desk never used, empty but for messy masks. The area should be bright cheerful & encourage people to a well lit educational library experience. Compare to other libraries which have better entrances. It does not help to have two tables under reception desk with crumpled table cloths.

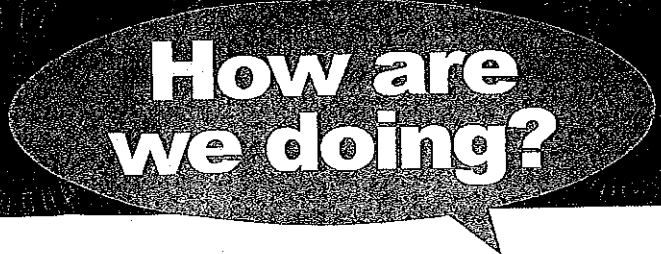
2) Several metal chairs in front reading areas have stains in the center of seat. These should be cleaned.

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our Service Improvement Team reads and reviews all suggestions!

Reviews



FARMINGTON COMMUNITY LIBRARY
www.farmlib.org



How are we doing?

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

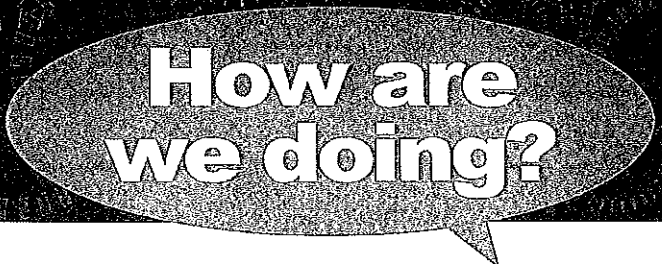
What made your Library visit special?

VERY HELPFULL RESPECTFULL

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY
www.farmlib.org



How are we doing?

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

PLEASANT HELPFULL

Turn over to leave a suggestion for Library staff.

Farmington Community Library Output Statistics - August 2022

Circulation Services	Aug 2022	Aug 2021	Change	This YTD	Last YTD	Change
Liberty Street	15,876	19,161	(3,285)	37,267	38,849	(1,582)
12 Mile	48,654	41,050	7,604	97,672	85,208	12,464
eBooks	6,656	8,919	(2,263)	13,239	17,430	(4,191)
Total Circulation	71,186	69,130	2,056	148,178	141,487	6,691
Self-Service Components of Total Library Circulation:						
Circulation via Website	907	671	236	1,762	1,401	361
Circulation via Self Check	20,887	18,165	2,722	41,863	29,479	12,384
Self-Service % of Total Circs	30.62%	27.25%	3.37%	29.44%	21.83%	7.62%
Door Counters	Aug 2022	Aug 2021	Change	This YTD	Last YTD	Change
Liberty Street	7,184	7,307	(123)	14,547	13,801	746
12 Mile	18,220	14,413	3,807	35,065	24,952	10,113
Total Library Visitors	25,404	21,720	3,684	49,612	38,753	10,859

Information Services	Aug 2022	Aug 2021	Change	This YTD	Last YTD	Change
Online Chat	75	71	4	99	82	17
eMail	518	298	220	811	756	55
Liberty Street Phone	1,068	811	257	1,953	1,382	571
Liberty Street In-Person	4,903	2,848	2,055	9,317	5,252	4,065
Liberty Street Total	5,971	3,659	2,312	11,270	6,634	4,636
12 Mile Phone	1,278	862	416	2,377	1,554	823
12 Mile In-Person	5,952	2,961	2,991	9,046	7,119	1,927
12 Mile Total	7,230	3,823	3,407	11,423	8,673	2,750
Total Library Use	13,794	7,851	5,943	23,603	16,145	7,458

Electronic Services	Aug 2022	Aug 2021	Change	This YTD	Last YTD	Change
PC and Wireless Logins:						
Liberty Street Public Computers	1,662	1,341	321	2,890	1,912	978
12 Mile Public Computers	1,987	1,493	494	3,691	2,511	1,180
Public Computer Total	3,649	2,834	815	6,581	4,423	2,158
Liberty Street Wireless	12,465	12,065	400	23,213	16,809	6,404
12 Mile Wireless	35,615	13,933	21,682	65,681	25,778	39,903
Wireless Total	48,080	25,998	22,082	88,894	42,587	46,307
Total Computer Use	51,729	28,832	22,897	95,475	47,010	48,465
Web Pages Viewed:						
Adult, Teen & Children's Pages	75,702	96,319	(20,617)	233,411	149,176	84,235
Catalog Searches	45,891	48,807	(2,916)	104,356	86,920	17,436
Total Web Pages Viewed	121,593	145,126	(23,533)	337,767	236,096	101,671

Programs	Aug 2022	Aug 2021	Change	This YTD	Last YTD	Change
Programs	35	29	6	92	92	0
Attendance	1,649	2,338	(689)	3,683	4,258	(575)



FARMINGTON COMMUNITY LIBRARY

2023 HOLIDAYS

Draft request

Dates Affected	In Recognition of	Library Status
January 1, 2023 - Sunday	New Year's Day	Closed
January 16 - Monday	Dr. Martin Luther King, Jr. Day	Open
February 20 – Monday	President's Day Floating holiday off during the fiscal year	Open
April 7 – Friday	Good Friday Floating holiday off during the fiscal year	Open
April 9 – Sunday	Easter Sunday	Closed
May 27, 28, 29 Saturday, Sunday, Monday	Memorial Day Weekend	Closed
June 19	Juneteenth	Open
July 4	Independence Day	Closed
September 2, 3, 4 Saturday, Sunday, Monday	Labor Day Weekend	Closed
November 10, 11 Friday, Saturday	Veterans Day Staff Day on Friday	Closed
November 23 - Thursday	Thanksgiving Day Closed 3:00 p.m. on Wednesday, November 22	Closed
December 23, 24, 25 Saturday, Sunday, Monday	Christmas Holiday	Closed
December 30, 31, 2023 January 1, 2024 Saturday, Sunday, Monday	New Year's Holiday	Closed



Farmington Friends of the Library

Give the gift of reading!

Thanks for your donation to the Farmington Friends of the Library! Please check with your accountant/tax preparer to see if you may take your donation as a write-off.

We appreciate your donations and are so glad that you thought of us. While we can take many items, we can't give every book a good home. Please refer to the following list for more information.

List of Items that the Friends accept:

- Books in good condition (no mildew, age spots, smells, dust, debris, insects, loose pages)
- Newer adult general and genre fiction in good condition, hardcover and paperback
- Newer adult nonfiction in good condition
- Children's fiction and nonfiction books of all ages
- Music CDs
- DVDs

Desired Items:

- Vinyl LPs
- Anime
- Manga/Graphic Novels of all ages
- Books in non-English languages
- Textbooks **under** 5 years old
- Medical and law books **under** 5 years old
- Puzzles (with all/most pieces)
- Board games (with all/most pieces)
- Gaming cartridges for all gaming systems
- **Very new** fiction and nonfiction of all ages in good condition.

We cannot accept old textbooks, older test prep (older than 10 years), magazines, VHS tapes, or books in bad condition/smelly/ripped/mildewed/dusty/yellowed/water-stained.

Books that don't fit these criteria can be recycled if they are paperbacks, and pages of hardcover books can be recycled. Refer to this page <https://www.ci.farmington.mi.us/City-Services/Public-Services/Recycling-Information.aspx#!rc-cpage=101558> for instructions, or call Farmington Hills offices at (248) 871-2400 or Farmington offices 248-474-5500 for more information on curbside recycling of books.

Again, thanks so much from the Farmington Friends of the Library.
Questions can be referred to friends@farmlib.org.