

**Farmington Community Library
Board of Trustees Meeting
Thursday, March 14, 2024
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.
April 11, 2024

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of March Minutes
- **Treasurers Report**
 - Approval of March operating bills 2024
 - Financial Reports
- **Friends of the Library**
- **Director's Report**
- **Unfinished Business**
- **Sub-Committee Updates**
 - **Finance Committee**
- **New Business**
 - Amend February minutes
 - Close Liberty Street Location on Sunday, September 15, 2024, for Library Extravaganza
 - Sarah- Digital signage
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – March 14, 2024
DRAFT

Board Members Present: Brown, , McClellan, Hahn, Snodgrass, Muthukuda, Doby

Board Members Absent: White, Murphy,

Staff Members Present: Siegrist, Showich-Gallup, Baker, Peterson

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:06 by President Ernie McClellan.

APPROVAL OF AGENDA

MOTION by Snodgrass to approve the Agenda for the March 14, 2024, Board meeting was supported by Brown.

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

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Brown to approve the Minutes of the Regular Board Meeting held on February 8, 2024, was supported by Hahn.

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

Opposed: None

Abstain:

Motion passed.

TREASURER'S REPORT (K. Brown)

MOTION by Brown to approve February expenditures totaling \$387,023.70 was supported by Doby.

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

Opposed: None

Motion passed.

MOTION by Brown to receive and file February 2024 financial reports was supported by Muthukuda.

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

Opposed: None

Motion passed.

FRIENDS' REPORT (S. Charlesbois)

- Friends' board will not do citywide mailing this spring it will be virtual (email).
- Odds and Ends Art auction will be April 5, 2024, \$10.00 entry fee
- Big Book Sale April 5th- 7th
- Gala June 7, 2024

Farmington Community Library Board of Trustees
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LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- Seed library kick off was very successful 200 participants
- Chamber of Commerce morning boost will be at the library April 4, 2024, 8-9:15 AM
- FAAPN & AKA are hosting a literacy celebration event March 23, 2024

UNFINISHED BUSINESS

24/7 pick-up Lockers

MOTION by Doby to approve the installation of pick-up lockers not to exceed the amount of \$50,000.00 supported by Brown.

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

Opposed: None

Motion passed.

SUBCOMMITTEE UPDATES

Personnel - none

Master Plan – the committee met with MCD Architects; three options were presented. A full presentation of the master plan along with cost will be presented in April 2024

Finance- Budget amendment.

MOTION by Brown to add \$130,000.00 to revenue and expenditures to balance the budget, supported by Doby

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

Opposed: None

NEW BUSINESS

Budget hearing will be May 9, 2024 at 6:00 pm - no motion.

CORRESPONDENCE

None

PUBLIC COMMENT

Maria Taylor and Kevin Parkins from Farmington City Council

TRUSTEE COMMENT

Discussion on bookmobile possibilities

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:52. The next meeting of the Library Board is scheduled for Thursday, April 11, 2024, at 6:00 pm.

Respectfully Submitted,

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – March 14, 2024
DRAFT**

Library Board of Trustees

DRAFT



Plante & Moran, PLLC
P.O. Box 307
3000 Town Center, Suite 100
Southfield, MI 48075
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

April 8, 2024

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

Re: March 2024 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

Thank you.

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

Farmington Community Library Check register

Date	Vendor	Document no.	Amount Cleared
03/01/2024	10595--USPS		(0.94) 03/31/2024
03/01/2024	10595--USPS		0.94 03/31/2024
03/04/2024	10014--T-Mobile		1,130.23 03/31/2024
03/04/2024	10126--Michigan Employers Retirement		5,808.53 03/31/2024
03/04/2024	10126--Michigan Employers Retirement		1,438.30 03/31/2024
03/04/2024	10126--Michigan Employers Retirement		5,241.75 03/31/2024
03/04/2024	10126--Michigan Employers Retirement		17,769.42 03/31/2024
03/08/2024	10083--Pitney Bowes Global Financial Services Inc		1,000.00 03/31/2024
03/11/2024	10584--Spectrum Enterprise		125.06 03/31/2024
03/11/2024	10009--Consumers Energy		1,221.51 03/31/2024
03/13/2024	10147--EHIM		1,162.22 03/31/2024
03/13/2024	10147--EHIM		114.75 03/31/2024
03/13/2024	10009--Consumers Energy		1,816.14 03/31/2024
03/13/2024	10126--Michigan Employers Retirement		6,411.87 03/31/2024
03/13/2024	10126--Michigan Employers Retirement		1,786.19 03/31/2024
03/13/2024	10126--Michigan Employers Retirement		1,779.27 03/31/2024
03/13/2024	10126--Michigan Employers Retirement		4,550.51 03/31/2024
03/13/2024	10126--Michigan Employers Retirement		5,236.62 03/31/2024
03/13/2024	10589--Paylocity		50.25 03/31/2024
03/13/2024	10589--Paylocity		28,083.45 03/31/2024
03/14/2024	10330--Comerica Commerical Card Services		2,328.33 03/31/2024
03/14/2024	10330--Comerica Commerical Card Services		(2,328.33) 03/31/2024
03/14/2024	10330--Comerica Commerical Card Services		2,328.33 03/31/2024
03/18/2024	10019--Clear Rate Communications		373.54 03/31/2024
03/18/2024	10595--USPS		1,969.54 03/31/2024
03/20/2024	10589--Paylocity		1,467.46 03/31/2024
03/20/2024	10015--Toshiba America Business Solutions		1,893.29 03/31/2024
03/21/2024	10144--Mutual Of Omaha		1,724.08 03/31/2024
03/21/2024	10005--DTE Energy		3,787.21 03/31/2024
03/21/2024	10005--DTE Energy		12,580.96 03/31/2024
03/26/2024	10003--AT&T		798.29 03/31/2024
03/26/2024	10126--Michigan Employers Retirement		17,769.42 03/31/2024
03/27/2024	10126--Michigan Employers Retirement		5,941.69 03/31/2024
03/27/2024	10126--Michigan Employers Retirement		1,265.58 03/31/2024
03/27/2024	10126--Michigan Employers Retirement		1,872.65 03/31/2024
03/27/2024	10126--Michigan Employers Retirement		4,526.49 03/31/2024
03/27/2024	10126--Michigan Employers Retirement		5,230.72 03/31/2024
03/27/2024	10589--Paylocity		26,369.21 03/31/2024
03/27/2024	10589--Paylocity		50.25 03/31/2024
03/29/2024	10083--Pitney Bowes Global Financial Services Inc		248.58 03/31/2024
	Total for		<u>174,923.36</u>
Bank:			
03/22/2024	10140--ADP, LLC		46.90 03/31/2024
	Total for		<u>46.90</u>
Bank: Bill.com Clearing - Bill.com Money Out Clearing			
			Account no:
03/05/2024	10502--Amazon Capital Services		9.82 In Transit
03/05/2024	10187--Network Services Company		942.14 In Transit
03/05/2024	10220--PTS Communications		150.00 In Transit
03/05/2024	10436--The Library Store		125.01 In Transit
03/05/2024	10553--Thomas Kline/Crimson Multimedia		104.36 In Transit
03/05/2024	10591--Thomas Santilli		300.00 In Transit
03/05/2024	10000--Baker & Taylor Inc		1,994.29 In Transit
03/05/2024	10011--Midwest Tape		290.27 In Transit
03/12/2024	10576--Farmington Area Republicans Club		40.00 In Transit
03/12/2024	10000--Baker & Taylor Inc		2,538.75 In Transit
03/12/2024	10004--Ingram Library Services		297.34 In Transit
03/12/2024	10011--Midwest Tape		2,198.95 In Transit
03/12/2024	10082--OverDrive, Inc		2,683.50 In Transit
03/12/2024	10002--Farmington Community Library		30,700.21 In Transit
03/12/2024	10029--Unique		265.95 In Transit
03/12/2024	10436--The Library Store		234.51 In Transit
03/12/2024	10592--Sunil Pattanaik		60.00 In Transit
03/12/2024	10054--Schindler Elevator Corp		8,252.18 In Transit
03/12/2024	10201--Plante Moran		5,576.54 In Transit
03/12/2024	10187--Network Services Company		379.70 In Transit
03/12/2024	10079--Midwest Tape Hoopla		11,876.68 In Transit

Farmington Community Library Check register

Date	Vendor	Document no.	Amount Cleared
03/12/2024	10011--Midwest Tape		46.98 In Transit
03/12/2024	10573--MCD Architects		1,140.00 In Transit
03/12/2024	10010--McCoy Maintenance Inc		10,465.00 In Transit
03/12/2024	10049--Johnson Controls Fire Protection		1,713.08 In Transit
03/12/2024	10037--Dorothy Hinton		160.00 In Transit
03/12/2024	10017--CDW Government Inc		543.00 In Transit
03/12/2024	10230--BottomLine Personal		39.00 In Transit
03/12/2024	10141--Benistar/UA-6803		4,566.88 In Transit
03/12/2024	10023--Witt Mechanical, Inc		6,824.00 In Transit
03/12/2024	10221--Jennifer Willard		625.00 In Transit
03/12/2024	10497--Elevate Technology Partners		6,365.00 In Transit
03/12/2024	10000--Baker & Taylor Inc		4,272.91 In Transit
03/12/2024	10502--Amazon Capital Services		552.64 In Transit
03/18/2024	10594--Danboise Mechanical		542.97 In Transit
03/18/2024	10012--NBS		570.00 In Transit
03/18/2024	10502--Amazon Capital Services		1,319.64 In Transit
03/18/2024	10000--Baker & Taylor Inc		935.39 In Transit
03/18/2024	10011--Midwest Tape		1,919.32 In Transit
03/19/2024	10002--Farmington Community Library		22.00 In Transit
03/19/2024	10058--Batteries Plus Bulbs		59.96 In Transit
03/19/2024	10017--CDW Government Inc		6,804.80 In Transit
03/19/2024	10594--Danboise Mechanical		552.06 In Transit
03/19/2024	10020--Gordon Food Service Inc		140.03 In Transit
03/19/2024	10004--Ingram Library Services		781.86 In Transit
03/19/2024	10433--Lijun Xue		61.25 In Transit
03/19/2024	10498--Muniweb		207.00 In Transit
03/19/2024	10041--Naeir		77.94 In Transit
03/19/2024	10227--Royal Roofing		338.00 In Transit
03/19/2024	10524--Small House Farm		325.00 In Transit
03/19/2024	10086--Tina M. Theeke		346.20 In Transit
03/19/2024	10023--Witt Mechanical, Inc		1,471.00 In Transit
03/19/2024	10502--Amazon Capital Services		148.66 In Transit
03/19/2024	10000--Baker & Taylor Inc		1,372.46 In Transit
03/26/2024	10157--KickstART Farmington		400.00 In Transit
03/26/2024	10002--Farmington Community Library		49,532.69 In Transit
03/26/2024	10143--Blue Care Network		27,943.73 In Transit
03/26/2024	10597--Central Michigan University		20.00 In Transit
03/26/2024	10594--Danboise Mechanical		788.56 In Transit
03/26/2024	10026--FJ Lafontaine & Sons Landscaping		1,032.50 In Transit
03/26/2024	10040--Foster, Swift, Collins & Smith		24.50 In Transit
03/26/2024	10027--Great Lakes Ace Hardware		12.52 In Transit
03/26/2024	10464--International Minute Press		2,120.16 In Transit
03/26/2024	10515--MNI		270.90 In Transit
03/26/2024	10201--Plante Moran		6,228.39 In Transit
03/26/2024	10188--Sherri Vaughn		87.94 In Transit
03/26/2024	10035--The Library Network		9,950.17 In Transit
03/26/2024	10502--Amazon Capital Services		3,231.04 In Transit
03/26/2024	10000--Baker & Taylor Inc		3,015.09 In Transit
03/26/2024	10004--Ingram Library Services		576.54 In Transit
03/26/2024	10011--Midwest Tape		1,064.42 In Transit
	Total for Bill.com Clearing		<u>230,628.38</u>

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$405,598.64

General Fund

Farmington Community Library
Comparative Balance Sheet
As of March 31, 2024

	PERIOD ENDED 06/30/2023	PERIOD ENDED 03/31/2024	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
001000 - General Checking	488,077.20	734,109.89	246,032.69	50.40 %
004000 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
007000 - Payroll Checking -	190,885.33	3,953.10	(186,932.23)	(97.92) %
011000 - Millage Money Market	6,929,824.20	9,460,340.16	2,530,515.96	36.51 %
Total Cash & Cash Equivalents	7,610,046.73	10,199,663.15	2,589,616.42	34.02 %
Other Assets				
018000 - Accounts Receivable	182,349.50	0.00	(182,349.50)	(100.00) %
040000 - Accounts Receivable - Metro Net	4,166.74	78,790.59	74,623.85	1,790.94 %
042000 - Accounts Receivable - Friends	60,091.16	19,528.93	(40,562.23)	(67.50) %
043000 - Accounts Receivable - Interlibrary Loan	0.00	113.85	113.85	100.00 %
123000 - Prepaid Expense	147,740.65	1,156.15	(146,584.50)	(99.21) %
Total Other Assets	394,348.05	99,589.52	(294,758.53)	(74.74) %
Total Assets	8,004,394.78	10,299,252.67	2,294,857.89	28.66 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
202000 - Accounts Payable	299,443.14	117,038.13	(182,405.01)	(60.91) %
202100 - Manual Accounts Payable	33,159.35	0.00	(33,159.35)	(100.00) %
204000 - Friends - Credit Crd pass thru	0.00	375.00	375.00	100.00 %
209000 Friends of the Library - Book Sale	0.00	3,484.66	3,484.66	100.00 %
230000 - Due to Other Governments	27,512.75	27,512.75	0.00	0.00 %
257000 - Accrued Payroll	91,845.03	0.00	(91,845.03)	(100.00) %
258000 - Section 125 - Medical Reimbursement	552.78	1,344.29	791.51	143.18 %
Total Current Liabilities	452,513.05	149,754.83	(302,758.22)	(66.90) %
Long Term Liabilities				
331000 - Unemployment Liability	398,452.50	398,452.50	0.00	0.00 %
339000 - Unearned Revenues	60,091.16	1,405.44	(58,685.72)	(97.66) %
Long Term Liabilities	458,543.66	399,857.94	(58,685.72)	(12.79) %
Total Liabilities	911,056.71	549,612.77	(361,443.94)	(39.67) %
Equity				
390000 - Fund Balance	5,902,493.73	7,093,338.07	1,190,844.34	20.17 %
Total Equity	5,902,493.73	7,093,338.07	1,190,844.34	20.17 %
Net Income BS	1,190,844.34	2,656,301.83	1,465,457.49	123.06 %
Total Liabilities and Equity	8,004,394.78	10,299,252.67	2,294,857.89	28.66 %

General Fund

Farmington Community Library
 Revenue and Expenditure Report
 As of March 31, 2024

	Year Ending 06/30/2023	Year Ending 06/30/2024	Year To Date 03/31/2024	% BUDGET	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
404000 - Summer Tax Revenue - Hills	3,634,847.49	3,933,572.00	3,933,572.00	3,862,806.12	98.20 %
405000 - Summer Tax Revenue - City	359,942.66	382,464.00	382,464.00	378,902.95	99.07 %
406000 - Winter Tax Revenue - Hills	2,105,590.64	2,303,116.00	2,303,116.00	2,233,871.42	96.99 %
407000 - Winter Tax Revenue - City	212,093.98	238,168.00	238,168.00	217,777.65	91.44 %
411000 - Delinquent Taxes	95,602.96	16,250.00	16,250.00	2,900.74	17.85 %
451000 - Local Community Stabilization Share	321,800.47	321,900.00	323,300.00	323,298.63	100.00 %
540000 - State Aid - Farmington Library	96,928.02	94,000.00	94,000.00	48,123.92	51.20 %
541000 - Grant Revenue	2,888.00	2,890.00	2,890.00	15,992.26	553.37 %
542000 - State Penal Fine Revenue	128,211.78	143,000.00	128,000.00	0.00	0.00 %
602000 - Auditorium Fees	13,296.65	15,000.00	15,000.00	12,824.29	85.50 %
603000 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	10,000.00	100.00 %
642000 - Copy Vending Machine Revenue	27,684.32	32,150.00	32,150.00	19,922.60	61.97 %
643000 - Snack Vending Machine Revenue	4,819.74	3,670.00	3,670.00	1,804.29	49.16 %
644000 - Paver Sales	471.00	450.00	150.00	148.00	98.67 %
646000 - Memorial & Gifts Revenue	6,385.00	11,700.00	11,700.00	4,406.43	37.66 %
658000 - Fines, Fees & Lost Book	5,573.95	6,400.00	7,800.00	5,876.17	75.34 %
665000 - Interest	134,530.18	132,100.00	214,100.00	165,421.21	77.26 %
674000 - Gifts From Friends of Library	105,111.59	122,470.00	172,470.00	127,124.51	73.71 %
684000 - Other Misc Revenue	4,239.83	26,280.00	36,780.00	27,249.41	74.09 %
Total Revenue	7,270,018.26	7,795,580.00	7,925,580.00	7,458,450.60	94.11 %
Expenses					
Payroll					
702000 - Salaries & Wage Expense	2,430,226.89	3,250,600.00	3,250,600.00	2,014,108.42	61.96 %
709000 - Employers FICA Expense	178,071.03	249,400.00	249,400.00	147,521.25	59.15 %
716000 - OPEB Expense	98,813.65	139,000.00	139,000.00	81,651.16	58.74 %
717000 - Retiree Health Ins	110,475.44	69,800.00	69,800.00	54,559.90	78.17 %
718000 - Dental, Optical & Hearing	24,139.74	30,000.00	30,000.00	17,027.30	56.76 %
719000 - Hospitalization Insurance	292,870.88	376,900.00	376,900.00	274,246.52	72.76 %
720000 - Group Life - Mutual of Omaha	16,108.09	24,200.00	24,200.00	15,156.72	62.63 %
721000 - Retirement Fund - Employers	364,146.09	299,620.00	299,620.00	242,236.64	80.85 %
Total Payroll	3,514,851.81	4,439,520.00	4,439,520.00	2,846,507.91	64.12 %
Operating Expenses					
750000 - Office Supplies	12,262.14	15,000.00	15,000.00	6,491.11	43.27 %
752000 - Operating Supplies	16,360.06	24,450.00	24,450.00	11,454.57	46.85 %
754000 - Vending Equipment & Supplies	10,359.58	36,900.00	36,900.00	18,426.62	49.94 %
791000 - Newspapers & Periodicals	25,908.13	38,000.00	38,000.00	33,971.54	89.40 %
801000 - Professional Services	261,702.19	275,000.00	320,000.00	204,129.99	63.79 %

Farmington Community Library Revenue and Expenditure Report As of March 31, 2024

	Year Ending	Year Ending	Year Ending	Year To Date	% BUDGET
	06/30/2023	06/30/2024	03/31/2024		
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
810000 - Bank Fee	0.00	0.00	13,000.00	11,571.58	89.01 %
817000 - Insurance & Bonds	64,533.00	76,620.00	76,620.00	74,459.00	97.18 %
818000 - E Library Cataloging (OCLC)	22,156.38	22,175.00	23,175.00	23,098.03	99.67 %
820000 - Gift Fund Purchases	5,910.43	4,000.00	4,000.00	1,226.22	30.66 %
821000 - Friends Gift Purchases	114,292.76	130,000.00	180,000.00	97,380.27	54.10 %
825000 - Legacy Gift Fund Purchases	122.71	250.00	250.00	0.00	0.00 %
830000 - Training & Conferences	16,935.04	24,500.00	32,600.00	20,973.75	64.34 %
831500 - Memberships	6,373.29	10,100.00	11,850.00	7,965.00	67.22 %
850000 - Telephone	22,877.79	21,000.00	21,000.00	11,422.17	54.39 %
851000 - Postage	4,794.01	7,250.00	8,100.00	5,924.49	73.14 %
860000 - Transportation	1,698.62	5,000.00	5,000.00	866.61	17.33 %
881000 - Publicity	0.00	55,000.00	55,000.00	5,685.67	10.34 %
880000 - Programming	40,540.36	20,000.00	20,000.00	5,673.79	28.37 %
900000 - Processing	8,632.10	37,000.00	20,000.00	2,385.40	11.93 %
920000 - Electricity	201,565.97	188,000.00	188,000.00	138,363.93	73.60 %
921000 - Heat	41,329.48	44,000.00	44,000.00	12,851.69	29.21 %
922000 - Water	35,279.36	37,250.00	37,250.00	12,872.62	34.56 %
930000 - Maintenance/Repairs	51,919.88	52,000.00	60,000.00	37,269.98	62.12 %
931000 - Repairs & Maintenance Supplies	22,589.18	39,000.00	39,000.00	18,077.16	46.35 %
934000 - Maintenance Contracts	232,133.88	250,000.00	250,000.00	221,141.97	88.46 %
935000 - Landscaping / Snow Removal	42,765.78	45,000.00	45,000.00	32,868.99	73.04 %
955000 - Miscellaneous	5,240.20	7,000.00	8,000.00	5,404.62	67.56 %
970000 - Capital Outlay	105,074.38	215,000.00	215,000.00	109,879.89	51.11 %
975000 - Building & Improvements	380,115.59	350,000.00	230,000.00	26,982.35	11.73 %
980000 - Furniture/Furnishings	23,803.22	60,000.00	31,280.00	4,983.06	15.93 %
981000 - Vehicle	1,813.77	1,850.00	1,850.00	803.45	43.43 %
982000 - Books	260,680.27	278,000.00	303,000.00	206,921.28	68.29 %
983000 - eBooks	84,551.13	100,000.00	107,000.00	77,241.88	72.19 %
984000 - Software	39,121.70	52,455.00	52,455.00	18,522.07	35.31 %
984500 - Technology Upgrades	22,953.33	155,000.00	155,000.00	101,832.17	65.70 %
985000 - Equipment	125,418.52	75,000.00	75,000.00	27,706.33	36.94 %
986000 - Computers	25,093.04	35,000.00	35,000.00	11,680.88	33.37 %
987000 - Integrated Library Systems	58,448.13	194,000.00	194,000.00	103,128.86	53.16 %
988000 - Audio Visual	35,898.03	53,700.00	53,700.00	21,421.33	39.89 %
989000 - Information Resources	196,447.85	241,600.00	241,600.00	181,213.31	75.01 %
989100 - Video / DVD / Movie Collection	46,971.24	68,450.00	68,450.00	29,305.10	42.81 %
989200 - TLN (Formerly Metro Net)	13,800.59	36,500.00	36,500.00	12,062.13	33.05 %

Farmington Community Library
 Revenue and Expenditure Report
 As of March 31, 2024

	Year Ending 06/30/2023	Year Ending 06/30/2024	Year Ending 06/30/2024	Year To Date 03/31/2024	% BUDGET
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
991000 - Principal Expense	12,077.00	12,000.00	15,000.00	0.00	0.00 %
993000 - Interest Expense	4,653.00	0.00	6,000.00	0.00	0.00 %
991100 - Principal Expense - IT Subscriptions	77,669.00	0.00	85,000.00	0.00	0.00 %
Total Operating Expenses	2,782,882.11	3,393,050.00	3,482,030.00	1,955,640.86	56.16 %
Transfers	6,297,733.92	7,832,570.00	7,921,550.00	4,802,148.77	60.62 %
699000 - Transfer In	240,075.00	215,000.00	215,000.00	0.00	0.00 %
995000 - Transfer Out	21,515.00	126,010.00	219,030.00	0.00	0.00 %
Total Transfers	218,560.00	88,990.00	(4,030.00)	0.00	0.00 %
Total Revenue in Excess of Expenses	1,190,844.34	52,000.00	0.00	2,656,301.83	0.00 %

Farmington Community Library
Comparative Balance Sheet
As of March 31, 2024

	PERIOD ENDED 06/30/2023	PERIOD ENDED 03/31/2024	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents	557,892.28	577,633.89	19,741.61	3.53 %
017000 - Library Endowment Fund	557,892.28	577,633.89	19,741.61	3.53 %
Total Cash & Cash Equivalents	<u>557,892.28</u>	<u>577,633.89</u>	<u>19,741.61</u>	<u>3.53 %</u>
Total Assets				
Liabilities and Equity				
Equity				
375000 - Fund Balance - Restricted - Farmington Branch	100,000.00	100,000.00	0.00	0.00 %
380000 - Fund Balance - Committed - future endowments	246,623.39	457,892.28	211,268.89	85.66 %
Total Equity	<u>346,623.39</u>	<u>557,892.28</u>	<u>211,268.89</u>	<u>60.95 %</u>
Net Income BS	211,268.89	19,741.61	(191,527.28)	(90.65) %
Total Liabilities and Equity	<u>557,892.28</u>	<u>577,633.89</u>	<u>19,741.61</u>	<u>3.53 %</u>

**Farmington Community Library
Revenue and Expenditure Report
As of March 31, 2024**

Revenue
 646000 - Memorial & Gifts Revenue
 669000 - Investment Gain Loss
Total Revenue
Total Revenue in Excess of Expenses

	Year Ending 06/30/2023	Year To Date 03/31/2024
	END BALANCE	YTD BALANCE
	199,831.33	0.00
	11,437.56	19,741.61
	<u>211,268.89</u>	<u>19,741.61</u>
	<u>211,268.89</u>	<u>19,741.61</u>

Farmington Community Library
 Comparative Balance Sheet
 As of March 31, 2024

	PERIOD ENDED 06/30/2023	PERIOD ENDED 03/31/2024	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents	2,751,848.52	2,807,795.02	55,946.50	2.03 %
011000 - Millage Money Market	2,751,848.52	2,807,795.02	55,946.50	2.03 %
Total Cash & Cash Equivalents	2,751,848.52	2,807,795.02	55,946.50	2.03 %
Total Assets				
Liabilities and Equity				
Equity				
390000 - Fund Balance	2,920,151.25	2,751,848.52	(168,302.73)	(5.76) %
Total Equity	2,920,151.25	2,751,848.52	(168,302.73)	(5.76) %
Net Income BS	(168,302.73)	55,946.50	224,249.23	(133.24) %
Total Liabilities and Equity	2,751,848.52	2,807,795.02	55,946.50	2.03 %

Capital Reserve Fund

Farmington Community Library
 Revenue and Expenditure Report
 As of March 31, 2024

Revenue
 665000 - Interest
 Total Revenue
 Transfers
 699000 - Transfer In
 995000 - Transfer Out
 Total Transfers
 Total Revenue in Excess of Expenses

	Year Ending 06/30/2023	Year To Date 03/31/2024
END BALANCE		YTD BALANCE
	50,257.27	55,946.50
	50,257.27	55,946.50
	21,515.00	0.00
	240,075.00	0.00
	(218,560.00)	0.00
	(168,302.73)	55,946.50

Farmington Community Library
Investment Report
Month Ending March 31, 2024

Account Name	Balance	Current Rate	Current Month Interest	Current Month Gain/Loss on Investment	YTD Interest Income & Gain/Loss on Investment (by Calendar Year)		Investment Type	GL Act
					Investment	Investment		
Comerica Millage Money Market	12,268,135.18	2.72%	27,990.20	-	78,162.84	Money Market	011000	
Fidelity Liberty Endowment	577,633.89	N/A	-	2,597.96	5,713.33	Investment	017000	
	<u>12,845,769.07</u>				<u>83,876.17</u>			

Director's Report April 2024

Patron Comments

Included in your Board packet.

Family Community Resource and Opportunities Fair

On April 4, from 4:30–7:30 PM, the library, in partnership with Farmington Public Schools and Farmington Youth Assistance, held a Resource Fair for families in Farmington/Farmington Hills. Twenty plus local community organizations from Oakland County were in attendance for families to learn about resources and services these organizations provide, meet non-profit leaders, and learn how they can get involved.

Taylor Swift Album Drop Party

On Friday, April 19 from 6:30 PM – 8:30 PM, the teen dept. will hold an after-hours party featuring Taylor Swift's new album, *The Tortured Poet's Department*. There will be pizza, dancing, crafts, and more. Registration is required.

1000 Books Before Kindergarten Celebration

Clifford the Big Red Dog will be at the 1000 Books Before Kindergarten Celebration on Saturday, April 20 from 10:30 AM – 12:00 PM. We will celebrate the participants of the 1000 Books Before Kindergarten program with a storytime and other fun activities.

Library Extravaganza – Save the Date

Save the date for our Library Extravaganza! The Extravaganza will be held on Sunday, September 15 from 1:00 – 5:00 PM at the Farmington Hills Location. Plans are under way, stay tuned for more details!

Food Truck Tuesdays Are Back!

Our Food Truck Series is back starting in May from 12:00–2:00 PM. Dates are:

May 21 – Hero and Villain

June 18 – Tim's Gourmet Sliders

July 16 – Detroit BBQ

August 20 – Twisted Mitten

Senior Services Programs

At the last Optimist's meeting, a member of the Optimist's shared praise for the program *Aging in Place for Older Adults* that was held on March 11. We have another program called *Living Options for Older Adults* on April 24. This program will walk attendees through an overview of senior living

options from independent living to memory care.

Asian American Pacific Islander Heritage Celebration

On Saturday, May 4 from 12:00 – 4:00 PM join us to celebrate the AAPI community with amazing performances and colorful crafts. Also, try Japanese saki in a special tasting event for 21+.

National Library Week April 7–13

We are working on events for staff during National Library Week. Tuesday, April 9 is National Library Workers Day.

Book and Author Fest

Saturday, June 1 from 10:00 AM – 7:00 PM, during Art on the Grand, the library in conjunction with KickstART Farmington, will host a Book and Author Fest. Once again, Sherri Vaughn and Sarah Zitter Masindi have been working with Dwayne Hayes to bring this together. The keynote presenter will be Carolyn Forché, an award-winning poet, born in Detroit, Michigan.

Local History Archives

The digital local history archives are now accessible on our website. We have had many inquiries as to when they would be available. The IT staff was able to configure temporary access until a more permanent solution can be determined.

Greater Farmington/Farmington Hills Area Chamber of Commerce Morning Boost

On Thursday, April 4, the library hosted members of the Chamber of Commerce for their Morning Boost. There were approximately thirty participants registered.

Submitted by

Kelley Siegrist

Director



NAME: _____

DATE: 3-13-21

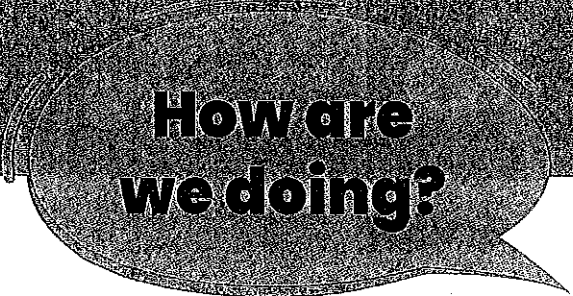
ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

I always enjoy spending time in this library - everyone is kind & helpful. I only suggest that the room temp could be maybe 2 degrees warmer. Thank you!

Turn over to leave a suggestion for Library staff.



NAME: _____

DATE: 3/23/24

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

People at this library go above & beyond for me! I commented on a book & they put it on display - so cool!

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

We go to storytime at a variety of libraries but this library with Mrs. Melanie's storytime is the best! She engages the children and adults, is creative, has excellent hands on learning after stories and encourages/educates parents/caregivers for early learning activities. It's by far the

Turn over to leave a suggestion for Library staff.

best storytime we go to. Thank you!!



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ P: _____

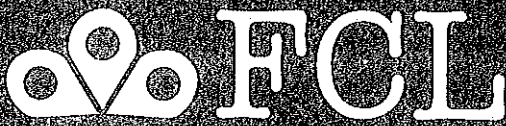
PHONE: _____ EMAIL: _____

What made your Library visit special?

On Thursday, March 24 my homeowners association Quaker Valley Farms, had a homeowners association meeting. We needed technical assistance, and the lady who helped us was extremely professional and very accommodating. Our board wants to express our sincere

Turn over to leave a suggestion for Library staff.

Thank you.



Suggestion:

It would be super useful if patrons could create & maintain a reading list in our accounts so that when we have books we want to read or are suggested to us, we can "store" them for the future.

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



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

We are so grateful for all the books you choose to represent our community. This is so important to me - for my children to read. We loved And Tango Makes Three.

Turn over to leave a suggestion for Library staff. Keep it up ☺



How are we doing?

NAME: _____

DATE: 03/11/2024

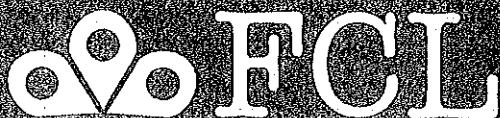
ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Its nice to come as a family and have story time together. Its a nice activity to sing and learn something new
- Ryan

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

The songs, the enthusiasm of Sandhya she help the kids to be engaged.
A suggestion: Books more colorful, calls kids attention from my toddler experience she likes "sweet" animal/kids books.

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

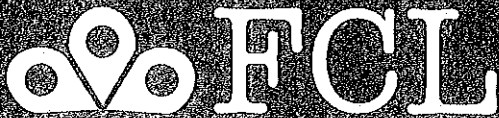
PHONE: _____ EMAIL: _____

What made your Library visit special?

The best part of every library visit is the staff members. We truly enjoy the learning experiences in all your Story Time Sessions. Thank you

Turn over to leave a suggestion for Library staff.

✓ Jean



How are we doing?

NAME: _____

DATE: 3-8-24

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

We appreciate Melanie's work with Homeschool Explorations. My girls love the library & have really enjoyed the opportunity to connect with other homeschoolers here while learning in creative ways!

Turn over to leave a suggestion for Library staff.



**How are
we doing?**

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

We appreciate the Homeschool Explorations. We're only in our second year of homeschooling and this gives my children a chance to learn, play & explore with other children. They've enjoyed making new friends, as I've enjoyed meeting other parents on the same journey. Thank you!

Turn over to leave a suggestion for Library staff.



**How are
we doing?**

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Miss Melanie! Everything is always so well organized & thoughtfully planned. So much attention to detail. The love & support ♥

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: _____

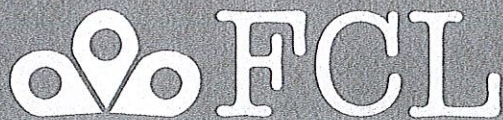
ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

We love coming to the children area.
The librarians were so wonderful & caring.
Thank you!

Turn over to leave a suggestion for Library staff.



Suggestion:

I would love to see if I can get/rent
the dvd player (or) Blu-ray player. It would
be useful for us to watch the study
material for movies.

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



How are we doing?

NAME: _____

DATE: _____

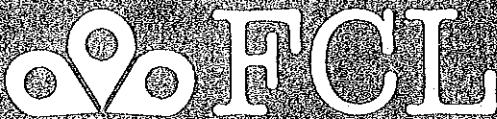
ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

We love visiting the FCL! We're from Livonia and are so fortunate to have the intra-library agreement, the kids/youth collection at FCL is stellar! We always find something new and beautiful to enjoy. Keep up the great work!

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: 3/8/2024

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

IT IS BEEN MANY YEARS OF A VERY GOOD PROGRAM THAT MY CHILD HAVE ENJOYED SO MUCH. THANK YOU SO MUCH!

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Story Time & Kids Area

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: 3-25-24 Preschool Storytime - Melanie

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

The kids I nanny for were SO engaged!! We came all the way from Northville, we LOVE the Farmington Library!

Turn over to leave a suggestion for Library staff.



Suggestion:

We love your class & your way
of interacting Miss Melanie.
Thank you.

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



Suggestion:

Thank you for your enthusiasm & care
you put into the story times!

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



How are we doing?

NAME: _____

DATE: 25 MAR 2024

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Toddler story time (3-5)
Preschool

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: 3/25/2024

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

We love story time on Monday storytime
morning. We like to do activities in
Monday storytime => 10:30 to 11:50 am.

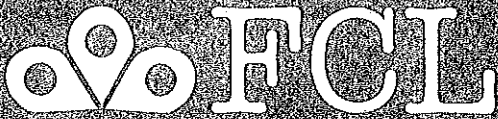
Turn over to leave a suggestion for Library staff.



Suggestion:

Ms Melanie is fantastic. She is so prepared and has such a fun variety of books/songs/rhymes each week. She does a great job controlling the room and keeping the kids engaged. Also appreciate the books always available on the side as well as resources for parents.
A highlight of our week

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



Suggestion:

Thank you very much melanie for the wonderful story time on Monday.

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



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

I love that they have all different types of books !!

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: 3/25/94

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

I have three kids they are grown up now one doctor 2 pa I used to bring them to story time all the time now I with my grandpa I think library made big different in my crossing Melanie our motivation

Turn over to leave a suggestion for Library staff. To come Now



Suggestion:

Should have better games!!

AM

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



Suggestion:

Thank you
Melanie

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



**How are
we doing?**

NAME: _____

DATE: _____

ADDRESS: _____ **CITY:** _____ **ZIP:** _____

PHONE: _____ **EMAIL:** _____

What made your Library visit special?

_____ *John K...* _____

Turn over to leave a suggestion for Library staff.