

**Farmington Community Library  
Board of Trustees Meeting  
Thursday, December 14, 2023  
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.  
December 14, 2023

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- **Call to Order**
- **Approval of Agenda**
- **Minutes**
  - Approval of November Minutes
- **Treasurers Report**
  - Operating Bills
  - Approval of November 2023 Bills
- **Friends of the Library**
- **Director's Report**
  - Server Replacement Pat McCormick
  - Millage discussion
  - Facilities Update
- **Unfinished Business**
  - Michigan Class
  - Defined Contribution waiting period.
- **Sub-Committee Updates**
- **New Business**
  - Approval of Server Replacement Project
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees  
Board Meeting - 6:00 p.m. – November 9, 2023**

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Board Members Present:           Murphy, Brown, White, McClellan, Doby, Muthukuda, Snodgrass

Board Members Absent:           Hahn

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

Staff Members Absent:           None

**CALL TO ORDER**

The Regular Board Meeting was called to order at 6:03 by President Ernie McClellan..

**APPROVAL OF AGENDA**

**MOTION** by White to approve the Agenda for the November 9, 2023 Board meeting with two changes - moving Swearing In Board Member till after Approval of Minutes and adding Master Plan under Sub-Committee Updates - was supported by Murphy.

**Vote:   Aye: All in favor** (5-0) (Snodgrass not yet sworn in, Hahn absent, Doby late.)

**Opposed: None**

**Motion passed.**

**APPROVAL OF MINUTES**

**MOTION** by White to approve the Minutes of the Regular Board Meeting held on September 14, 2023, was supported by Brown.

**Vote:   Aye: All in favor:** (5-0) (Snodgrass not yet sworn in, Hahn absent, Doby late.)

**Opposed: None**

**Motion passed.**

Note: there are no minutes for October due to a lack of quorum.

**SWEARING IN**

Sharon Snodgrass of Farmington Hills was sworn in.

**PRESENTATION**

Kristin Angel, Michigan CLASS

(Doby arrives.)

**TREASURER’S REPORT** (K. Brown)

**MOTION** by Brown to approve September expenditures totaling \$313,582.17 was supported by Doby.

**Vote:   Aye: All in favor** (7-0)

**Opposed: None**

**Motion passed.**

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**MOTION** by Brown to approve October expenditures totaling \$360,881.87 was supported by Muthukuda.

**Vote: Aye: All in favor (7-0)**  
**Opposed: None**

**Motion passed.**

**MOTION** by Brown to receive and file September 2023 financial reports was supported by Muthukuda.

**Vote: Aye: All in favor (7-0)**  
**Opposed: None**

**Motion passed.**

**MOTION** by Brown to receive and file October 2023 financial reports was supported by Doby.

**Vote: Aye: All in favor (7-0)**  
**Opposed: None**

**Motion passed.**

**FRIENDS' REPORT** (S. Charlebois)

- Angeline Bouley author program - 200 in person, 269 individual logins online.
- Giving Tuesday is November 28; all donations that day will support Summer Reading Program.
- November Book Sale raised \$3300, compared with \$3500 in November, 2022, and \$4000 in May, 2023.

**LIBRARY DIRECTOR'S REPORT** (K. Siegrist)

- Bids received for 24/7 Hold Lockers.
- FCL is moving to Paylocity for payroll services due to lower cost, dissatisfaction with ADP. ADP will still need to be paid through August, 2024.
- NaNoWriMo - sessions for National Novel Writing Month are occurring at Farmington on Sundays from 2:00-4:00 and at Farmington Hills on Tuesdays from 7:00-8:30 pm.
- Peter Wegrzynowicz, Facilities Manager, will start on November 20.
- Meeting to discuss plans for upcoming millage renewal effort was held October 24.

**UNFINISHED BUSINESS**

Urban Libraries Council Statement on Race & Social Equity

**MOTION** by White to adopt the Urban Libraries Council Statement on Race & Social Equity was supported by Brown.

**Vote: Aye: All in favor (7-0)**  
**Opposed: None**

**Motion passed.**

**SUBCOMMITTEE UPDATES**

Personnel - consideration of Defined Contribution Waiting Period and Vesting Period

Master Plan - committee has begun to meet.

**NEW BUSINESS**

Liaison to Master Plan Committee

**MOTION** by Snodgrass to name Kathie Brown as board liaison to Master Plan Committee was supported by Doby.

**Vote: Aye: All in favor (7-0)**  
**Opposed: None**

**Motion passed.**

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FCL Organization Chart

No board approval necessary

**CORRESPONDENCE**

None

**PUBLIC COMMENT**

None

**TRUSTEE COMMENT**

President McClellan highlighted celebration of Veterans Day.

**ADJOURNMENT**

The Board meeting was adjourned by President McClellan at 7:50 pm. The next meeting of the Library Board is scheduled for Thursday, December 14, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary  
Library Board of Trustees



**Plante & Moran, PLLC**  
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Tel: 248.352.2500  
Fax: 248.352.0018  
plantemoran.com

December 11, 2023

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

**Re: November 2023 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.

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	Payee	Document no.	Amount	Cleared
11/27/2023	10003--AT&T		791.90	11/30/2023
11/07/2023	10006--Bright House Networks		125.06	11/30/2023
11/12/2023	10019--Clear Rate Communications		431.76	11/30/2023
11/09/2023	10330--Comerica Commerical Card Services		7,152.85	11/30/2023
11/13/2023	10009--Consumers Energy		1,279.84	11/30/2023
11/09/2023	10009--Consumers Energy		195.04	11/30/2023
11/21/2023	10038--Douglas Moye	27207	442.50	11/30/2023
11/17/2023	10005--DTE Energy		14,120.94	11/30/2023
11/17/2023	10005--DTE Energy		3,097.24	11/30/2023
11/09/2023	10147--EHIM		652.78	11/30/2023
11/09/2023	10147--EHIM		86.85	11/30/2023
11/24/2023	10021--Home Depot Credit Services		195.40	11/30/2023
11/22/2023	10144--Mutual Of Omaha		1,789.42	11/30/2023
11/06/2023	10238--O. C. W.R.C.		164.96	11/30/2023
11/06/2023	10238--O. C. W.R.C.		315.38	11/30/2023
11/06/2023	10238--O. C. W.R.C.		1,545.83	11/30/2023
11/02/2023	10083--Pitney Bowes Global Financial Services Inc		1,000.00	11/30/2023
11/13/2023	10014--T-Mobile		1,131.35	11/30/2023
11/21/2023	10015--Toshiba America Business Solutions		2,202.65	11/30/2023
11/15/2023	10087--WM Corporate Services, Inc.		5,606.02	11/30/2023
<b>Total for Comerica 01-4744</b>			<b>42,327.77</b>	
11/22/2023	10140--ADP, LLC		27.05	11/30/2023
11/22/2023	10140--ADP, LLC		25,933.61	11/30/2023
11/17/2023	10140--ADP, LLC		368.55	11/30/2023
11/17/2023	10140--ADP, LLC		4,178.00	11/30/2023
11/08/2023	10140--ADP, LLC		25,178.99	11/30/2023
11/22/2023	10126--Michigan Employers Retirement		17,769.42	11/30/2023
11/22/2023	10126--Michigan Employers Retirement		5,592.91	11/30/2023
11/22/2023	10126--Michigan Employers Retirement		1,439.10	11/30/2023
11/22/2023	10126--Michigan Employers Retirement		1,491.39	11/30/2023
11/22/2023	10126--Michigan Employers Retirement		2,451.25	11/30/2023
11/22/2023	10126--Michigan Employers Retirement		5,978.47	11/30/2023
11/08/2023	10126--Michigan Employers Retirement		1,438.30	11/30/2023
11/08/2023	10126--Michigan Employers Retirement		(1,439.30)	11/30/2023
11/08/2023	10126--Michigan Employers Retirement		1,457.99	11/30/2023
11/08/2023	10126--Michigan Employers Retirement		(1,467.99)	11/30/2023
11/08/2023	10126--Michigan Employers Retirement		5,136.99	11/30/2023
11/08/2023	10126--Michigan Employers Retirement		1,439.30	11/30/2023
11/08/2023	10126--Michigan Employers Retirement		1,467.99	11/30/2023
11/08/2023	10126--Michigan Employers Retirement		1,513.67	11/30/2023
11/08/2023	10126--Michigan Employers Retirement		5,982.32	11/30/2023
<b>Total for Comerica 01-4751</b>			<b>105,938.01</b>	
<b>Bank: Bill.com Clearing - Bill.com Money Out Clearing Account no:</b>				
11/14/2023	10489--All Voices Holding Co		2,600.00	In Transit
11/09/2023	10502--Amazon Capital Services		1,234.13	In Transit
11/28/2023	10044--American Printing Services		2,165.00	In Transit
11/28/2023	10216--Annette Weiss		346.20	In Transit
11/14/2023	10000--Baker & Taylor Inc		9,685.94	In Transit
11/28/2023	10057--Barbara Munn		346.20	In Transit
11/28/2023	10313--Bayscan Technologies		410.51	In Transit
11/28/2023	10059--Beverly D. Papai		346.20	In Transit
11/09/2023	10571--Black and Brown Theatre		500.00	In Transit
11/28/2023	10143--Blue Care Network		29,968.56	In Transit
11/28/2023	10060--Bonnie Greschaw		346.20	In Transit
11/28/2023	10303--Candid		3,995.00	In Transit
11/09/2023	10570--Carolyn Striho		400.00	In Transit
11/09/2023	10024--City of Farmington Hills		177.21	In Transit
11/21/2023	10323--Constant Contact		3,687.60	In Transit
11/28/2023	10025--Danboise Mechanical Inc		4,534.29	In Transit
11/14/2023	10025--Danboise Mechanical Inc		231.75	In Transit
11/09/2023	10025--Danboise Mechanical Inc		3,840.63	In Transit
11/21/2023	10037--Dorothy Hinton		160.00	In Transit
11/09/2023	10090--Dubois Chemicals, Inc		234.00	In Transit
11/14/2023	10448--Faren Watson		166.00	In Transit
11/09/2023	10002--Farmington Community Library		5,144.38	In Transit

**Farmington Community Library  
Check register**

<b>Date</b>	<b>Payee</b>	<b>Document no.</b>	<b>Amount Cleared</b>
11/14/2023	10334--FastSigns		50.00 In Transit
11/28/2023	10026--FJ Lafontaine & Sons Landscaping		645.00 In Transit
11/28/2023	10047--Fred's Landscape		3,535.00 In Transit
11/28/2023	10069--Gerald Furi		346.20 In Transit
11/28/2023	10027--Great Lakes Ace Hardware		37.95 In Transit
11/09/2023	10116--Hartford & Ratliff Co.		820.00 In Transit
11/09/2023	10572--HWH Environmental		1,390.80 In Transit
11/21/2023	10048--Inacomp TSG		4,122.00 In Transit
11/14/2023	10221--Jennifer Willard		183.98 In Transit
11/09/2023	10569--Jill O'Hara		34.88 In Transit
11/28/2023	10411--Kaeser & Blair Incorporated		474.95 In Transit
11/28/2023	10073--Karen Terrabassi		346.20 In Transit
11/14/2023	10050--Lakeshore Learning Materials		79.13 In Transit
11/09/2023	10568--Leslie Rosinski		100.00 In Transit
11/28/2023	10077--Marilyn Smith		346.20 In Transit
11/28/2023	10078--Mary Ann Huggins		346.20 In Transit
11/21/2023	10010--McCoy Maintenance Inc		10,465.00 In Transit
11/14/2023	10573--MCD Architects		4,560.00 In Transit
11/21/2023	10315--MetroNet Consortium		2,569.51 In Transit
11/21/2023	10011--Midwest Tape		14.96 In Transit
11/21/2023	10079--Midwest Tape Hoopla		10,753.14 In Transit
11/21/2023	10498--Muniweb		195.00 In Transit
11/28/2023	10080--Nancy Hasek		346.20 In Transit
11/28/2023	10128--National Time & Signal Corp		450.00 In Transit
11/09/2023	10128--National Time & Signal Corp		2,427.56 In Transit
11/28/2023	10012--NBS		570.00 In Transit
11/28/2023	10187--Network Services Company		1,332.76 In Transit
11/09/2023	10187--Network Services Company		77.41 In Transit
11/21/2023	10286--Northville Locksmith		75.00 In Transit
11/14/2023	10082--OverDrive, Inc		3,511.04 In Transit
11/28/2023	10575--PBC Guru		4,500.00 In Transit
11/14/2023	10220--PTS Communications		150.00 In Transit
11/28/2023	10031--Quill LLC		1,271.63 In Transit
11/21/2023	10042--Rowan & Littlefield Publishing Group		236.05 In Transit
11/28/2023	10574--Scanning Pens		602.00 In Transit
11/21/2023	10132--Scholastic Inc.		14,725.00 In Transit
11/09/2023	10188--Sherri Vaughn		212.78 In Transit
11/28/2023	10084--Sherry Deeg		346.20 In Transit
11/28/2023	10085--Susan Van Vleet		346.20 In Transit
11/28/2023	10035--The Library Network		1,157.90 In Transit
11/14/2023	10553--Thomas Kline/Crimson Multimedia		793.48 In Transit
11/28/2023	10086--Tina M. Theeke		346.20 In Transit
11/21/2023	10029--Unique		167.45 In Transit
	<b>Total for Bill.com Clearing</b>		<b><u>145,580.76</u></b>

**Motion Required:**

I move that the Board approve the expenditures as presented

**GRAND TOTAL: \$293,846.54**



General Fund

Farmington Community Library  
 Comparative Balance Sheet  
 As of November 30, 2023

	PERIOD ENDED 06/30/2023	PERIOD ENDED 11/30/2023	CHANGE	% CHANGE
<b>Assets</b>				
<b>Cash &amp; Cash Equivalents</b>				
001000 - General Checking - Comerica	488,077.20	365,938.79	(122,138.41)	(25.02) %
004000 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
007000 - Payroll Checking - Comerica	190,885.33	198,721.36	7,836.03	4.10 %
011000 - Millage Money Market Comerica	6,929,824.20	8,816,536.83	1,886,712.63	27.22 %
<b>Total Cash &amp; Cash Equivalents</b>	<b>7,610,046.73</b>	<b>9,382,456.98</b>	<b>1,772,410.25</b>	<b>23.29 %</b>
<b>Other Assets</b>				
018000 - Accounts Receivable	182,349.50	0.00	(182,349.50)	(100.00) %
040000 - Accounts Receivable - Metro Net	4,166.74	33,469.96	29,303.22	703.26 %
042000 - Accounts Receivable - Friends	60,091.16	44,127.75	(15,963.41)	(26.56) %
043000 - Accounts Receivable - Interlibrary Loan	0.00	45.55	45.55	100.00 %
123000 - Prepaid Expense	147,740.65	1,156.15	(146,584.50)	(99.21) %
<b>Total Other Assets</b>	<b>394,348.05</b>	<b>78,799.41</b>	<b>(315,548.64)</b>	<b>(80.01) %</b>
<b>Total Assets</b>	<b>8,004,394.78</b>	<b>9,461,256.39</b>	<b>1,456,861.61</b>	<b>18.20 %</b>
<b>Liabilities and Equity</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
202000 - Accounts Payable	299,443.14	111,156.47	(188,286.67)	(62.87) %
202100 - Manual Accounts Payable	33,159.35	0.00	(33,159.35)	(100.00) %
204000 - Friends - Credit Crd pass thru	0.00	275.52	275.52	100.00 %
209000 Friends of the Library - Book Sale	0.00	2,556.29	2,556.29	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	702.78	150.00	27.13 %
<b>Total Current Liabilities</b>	<b>452,513.05</b>	<b>142,203.81</b>	<b>(310,309.24)</b>	<b>(68.57) %</b>
<b>Long Term Liabilities</b>				
331000 - Unemployment Liability	398,452.50	398,452.50	0.00	0.00 %
339000 - Unearned Revenues	60,091.16	60,091.16	0.00	0.00 %
<b>Total Liabilities</b>	<b>458,543.66</b>	<b>458,543.66</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Equity</b>	<b>911,056.71</b>	<b>600,747.47</b>	<b>(310,309.24)</b>	<b>(34.06) %</b>
390000 - Fund Balance	5,902,493.73	7,093,338.07	1,190,844.34	20.17 %
<b>Total Equity</b>	<b>5,902,493.73</b>	<b>7,093,338.07</b>	<b>1,190,844.34</b>	<b>20.17 %</b>
<b>Net Income BS</b>	<b>1,190,844.34</b>	<b>1,767,170.85</b>	<b>576,326.51</b>	<b>48.39 %</b>
<b>Total Liabilities and Equity</b>	<b>8,004,394.78</b>	<b>9,461,256.39</b>	<b>1,456,861.61</b>	<b>18.20 %</b>

General Fund

**Farmington Community Library  
Revenue and Expenditure Report  
As of November 30, 2023**

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2023	06/30/2024	06/30/2024	11/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
<b>Revenue</b>					
404000 - Summer Tax Revenue - Hills	3,634,847.49	3,933,572.00	3,933,572.00	3,827,027.01	97.29 %
405000 - Summer Tax Revenue - City	359,942.66	382,464.00	382,464.00	376,526.84	98.45 %
406000 - Winter Tax Revenue - Hills	2,105,590.64	2,303,116.00	2,303,116.00	0.00	0.00 %
407000 - Winter Tax Revenue - City	212,093.98	238,168.00	238,168.00	0.00	0.00 %
411000 - Delinquent Taxes	95,602.96	16,250.00	16,250.00	1,982.31	12.20 %
451000 - Local Community Stabilization Share	321,800.47	321,900.00	321,900.00	0.00	0.00 %
540000 - State Aid - Farmington Library	96,928.02	94,000.00	94,000.00	0.00	0.00 %
541000 - Grant Revenue	2,888.00	2,890.00	2,890.00	1,600.00	55.36 %
542000 - State Penal Fine Revenue	128,211.78	143,000.00	143,000.00	0.00	0.00 %
602000 - Auditorium Fees	13,296.65	15,000.00	15,000.00	8,046.16	53.64 %
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	11,161.09	34.72 %
643000 - Snack Vending Machine Revenue	4,819.74	3,670.00	3,670.00	0.00	0.00 %
644000 - Paver Sales	471.00	450.00	450.00	148.00	32.89 %
646000 - Memorial & Gifts Revenue	6,385.00	11,700.00	11,700.00	3,243.44	27.72 %
658000 - Fines, Fees & Lost Book	5,573.95	6,400.00	6,400.00	3,291.71	51.43 %
665000 - Interest	134,530.18	132,100.00	132,100.00	86,712.63	65.64 %
674000 - Gifts From Friends of Library	105,111.59	122,470.00	122,470.00	46,831.81	38.24 %
675000 - Contributions	0.00	215,000.00	215,000.00	0.00	0.00 %
684000 - Other Misc Revenue	4,239.83	26,280.00	26,280.00	19,465.41	74.07 %
<b>Total Revenue</b>	<b>7,270,018.26</b>	<b>8,010,580.00</b>	<b>8,010,580.00</b>	<b>4,396,036.41</b>	<b>54.88 %</b>
<b>Expenses</b>					
<b>Payroll</b>					
702000 - Salaries & Wage Expense	2,430,226.89	3,250,600.00	3,250,600.00	1,042,565.16	32.07 %
709000 - Employers FICA Expense	178,071.03	249,400.00	249,400.00	76,228.93	30.56 %
716000 - OPEB Expense	98,813.65	139,000.00	139,000.00	39,686.65	28.55 %
717000 - Retiree Health Ins	110,475.44	69,800.00	69,800.00	28,931.86	41.45 %
718000 - Dental, Optical & Hearing	24,139.74	30,000.00	30,000.00	9,095.52	30.32 %
719000 - Hospitalization Insurance	292,870.88	376,900.00	376,900.00	159,957.23	42.44 %
720000 - Group Life - Mutual of Omaha	16,108.09	24,200.00	24,200.00	9,169.85	37.89 %
721000 - Retirement Fund - Employers	364,146.09	299,620.00	299,620.00	132,580.19	44.25 %
<b>Total Payroll</b>	<b>3,514,851.81</b>	<b>4,439,520.00</b>	<b>4,439,520.00</b>	<b>1,498,215.39</b>	<b>33.75 %</b>
<b>Operating Expenses</b>					
750000 - Office Supplies	12,252.14	15,000.00	15,000.00	3,516.39	23.44 %
752000 - Operating Supplies	16,360.06	24,450.00	24,450.00	4,618.70	18.89 %
754000 - Vending Equipment & Supplies	10,359.58	36,900.00	36,900.00	10,895.32	29.53 %
791000 - Newspapers & Periodicals	25,908.13	38,000.00	38,000.00	28,218.83	74.26 %

General Fund

Farmington Community Library  
 Revenue and Expenditure Report  
 As of November 30, 2023

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2023	06/30/2023	06/30/2024	11/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
801000 - Professional Services	261,702.19	275,000.00	275,000.00	101,576.35	36.94 %
810000 - Bank Fee	0.00	0.00	0.00	4,561.86	0.00 %
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	22,175.00	23,098.03	104.16 %
820000 - Gift Fund Purchases	5,910.43	4,000.00	4,000.00	1,191.67	29.79 %
821000 - Friends Gift Purchases	114,292.76	130,000.00	130,000.00	75,550.18	58.12 %
825000 - Legacy Gift Fund Purchases	122.71	250.00	250.00	0.00	0.00 %
830000 - Training & Conferences	16,935.04	24,500.00	24,500.00	9,356.97	38.19 %
831500 - Memberships	6,373.29	10,100.00	10,100.00	6,011.00	59.51 %
850000 - Telephone	22,877.79	21,000.00	21,000.00	5,576.41	26.55 %
851000 - Postage	4,794.01	7,250.00	7,250.00	3,536.32	48.78 %
860000 - Transportation	1,698.62	5,000.00	5,000.00	671.95	13.44 %
881000 - Publicity	0.00	55,000.00	55,000.00	1,438.93	2.62 %
880000 - Programming	40,540.36	20,000.00	20,000.00	1,895.72	9.48 %
900000 - Processing	8,632.10	37,000.00	37,000.00	958.45	2.59 %
920000 - Electricity	201,585.97	188,000.00	188,000.00	77,971.92	41.47 %
921000 - Heat	41,329.48	44,000.00	44,000.00	2,862.72	6.51 %
922000 - Water	35,279.36	37,250.00	37,250.00	7,606.42	20.42 %
930000 - Maintenance/Repairs	51,919.88	52,000.00	52,000.00	24,871.38	47.83 %
931000 - Repairs & Maintenance Supplies	22,589.18	39,000.00	39,000.00	7,776.20	19.94 %
934000 - Maintenance Contracts	232,133.88	250,000.00	250,000.00	123,280.58	49.31 %
935000 - Landscaping / Snow Removal	42,765.78	45,000.00	45,000.00	18,493.49	41.10 %
955000 - Miscellaneous	5,240.20	7,000.00	7,000.00	3,449.18	49.27 %
970000 - Capital Outlay	105,074.38	215,000.00	215,000.00	0.00	0.00 %
975000 - Building & Improvements	380,115.59	350,000.00	350,000.00	25,338.00	7.24 %
980000 - Furniture/Furnishings	23,803.22	60,000.00	60,000.00	3,346.77	5.58 %
981000 - Vehicle	1,813.77	1,850.00	1,850.00	752.59	40.68 %
982000 - Books	260,680.27	278,000.00	278,000.00	119,690.90	43.05 %
983000 - eBooks	84,551.13	100,000.00	100,000.00	54,946.07	54.95 %
984000 - Software	39,121.70	52,455.00	52,455.00	9,302.88	17.73 %
984500 - Technology Upgrades	22,953.33	155,000.00	155,000.00	52,086.00	33.60 %
985000 - Equipment	125,418.52	125,000.00	125,000.00	21,583.05	17.27 %
986000 - Computers	25,093.04	35,000.00	35,000.00	998.11	2.85 %
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	9,428.37	17.56 %
989000 - Information Resources	196,447.85	241,600.00	241,600.00	88,209.78	36.51 %
989100 - Video / DVD / Movie Collection	46,971.24	68,450.00	68,450.00	12,100.32	17.68 %

General Fund

Farmington Community Library  
 Revenue and Expenditure Report  
 As of November 30, 2023

	Year Ending 06/30/2023	Year Ending 06/30/2024		Year To Date 11/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
989200 - TLN (Formerly Metro Net)	13,800.59	36,500.00	36,500.00	6,294.50	17.25 %
991000 - Principal Expense	12,077.00	12,000.00	12,000.00	0.00	0.00 %
993000 - Interest Expense	4,653.00	2,000.00	2,000.00	0.00	0.00 %
Total Operating Expenses	2,705,213.11	3,445,050.00	3,445,050.00	1,130,650.17	32.82 %
Total Expenses	6,220,064.92	7,884,570.00	7,884,570.00	2,628,865.56	33.34 %
Transfers					
699000 - Transfer In	240,075.00	0.00	0.00	0.00	0.00 %
995000 - Transfer Out	21,515.00	126,010.00	126,010.00	0.00	0.00 %
Total Transfers	218,560.00	(126,010.00)	(126,010.00)	0.00	0.00 %
Total Revenue in Excess of Expenses	1,268,513.34	0.00	0.00	1,767,170.85	0.00 %

Endowment Fund

Farmington Community Library  
Comparative Balance Sheet  
As of November 30, 2023

	PERIOD ENDED 06/30/2023	PERIOD ENDED 11/30/2023	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
017000 - Library Endowment Fund	557,892.28	563,082.59	5,190.31	0.93 %
Total Cash & Cash Equivalents	557,892.28	563,082.59	5,190.31	0.93 %
Total Assets	557,892.28	563,082.59	5,190.31	0.93 %
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	346,623.39	557,892.28	211,268.89	60.95 %
Net Income BS	211,268.89	5,190.31	(206,078.58)	(97.54) %
Total Liabilities and Equity	557,892.28	563,082.59	5,190.31	0.93 %

Endowment Fund

Farmington Community Library  
Revenue and Expenditure Report  
As of November 30, 2023

	Year Ending 06/30/2023 <u>END BALANCE</u>	Year To Date 11/30/2023 <u>YTD BALANCE</u>
Revenue		
646000 - Memorial & Gifts Revenue	199,831.33	0.00
665000 - Interest	0.00	3,371.48
669000 - Investment Gain Loss	11,437.56	1,818.83
Total Revenue	<u>211,268.89</u>	<u>5,190.31</u>
Total Revenue in Excess of Expenses	<u>211,268.89</u>	<u>5,190.31</u>

Capital Reserve Fund

Farmington Community Library  
Comparative Balance Sheet  
As of November 30, 2023

	PERIOD ENDED 06/30/2023	PERIOD ENDED 11/30/2023	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
011000 - Millage Money Market Comerica	2,751,848.52	2,782,305.96	30,457.44	1.10 %
Total Cash & Cash Equivalents	2,751,848.52	2,782,305.96	30,457.44	1.10 %
Total Assets	2,751,848.52	2,782,305.96	30,457.44	1.10 %
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)	30,457.44	198,760.17	(118.09) %
Total Liabilities and Equity	2,751,848.52	2,782,305.96	30,457.44	1.10 %

Capital Reserve Fund

Farmington Community Library  
Revenue and Expenditure Report  
As of November 30, 2023

	Year Ending 06/30/2023 <u>END BALANCE</u>	Year To Date 11/30/2023 <u>YTD BALANCE</u>
Revenue		
665000 - Interest	50,257.27	30,457.44
Total Revenue	<u>50,257.27</u>	<u>30,457.44</u>
Transfers		
699000 - Transfer In	21,515.00	0.00
995000 - Transfer Out	240,075.00	0.00
Total Transfers	<u>(218,560.00)</u>	<u>0.00</u>
Total Revenue in Excess of Expenses	<u>(168,302.73)</u>	<u>30,457.44</u>



Farmington Community Library  
 Investment Report  
 Month Ending October 30, 2023

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 Acct
Comerica Millage Money Market	11,872,813.92	2.72%	27,431.52	-	278,559.92	Money Market	011000
Fidelity Liberty Endowment	563,082.59	N/A	-	1,205.50	10,103.67	Investment	017000
	<u>12,435,896.51</u>				<u>288,663.59</u>		

## Director's Report December 2023

### Patron Comments

Included in your Board packet.

### Library Card Design Contest

For Library Card Sign Up Month we had a Library Card Design Contest. Patrons were invited to submit designs for special edition library cards. Staff were the judges. The judging ended in November. Submitted designs are included in your packet.

### Narcan Dispensers

The Emergency Preparedness Commission has asked if the Libraries would be a location for the community to have access to Narcan through a dispenser placed on the properties. This is an initiative of the Emergency Preparedness Commission in partnership with the Alliance of Coalitions for Healthy Communities. This same initiative is also in place in West Bloomfield.

### Michigan Municipal Liability Site Tour

Frank Demers from MML will be visiting the Twelve Mile Library on December 13 to tour and discuss ways to prevent loss and reduce the library's liability. Peter, Jill Baker, and I will be in attendance.

### TLN Reciprocal Borrowing Agreement

The Library Network has updated their Reciprocal Borrowing Agreement. Any library that participates in reciprocal borrowing (FCL does) is required to resign the agreement. A copy is included in your board packet, noting the items we exclude from reciprocal borrowing.

### Light Up the Grand Parade

The Library participated in the Light Up the Grand Parade on Saturday, December 2.

### MLK Jr. Day Events

On Sunday, January 14 the library will host Amber Mitchell, the Curator of Black History at *The Henry Ford*. Amber will give a presentation on the historical significance of The Jackson House which was recently acquired by *The Henry Ford*. This is a pre-MLK Jr. Day event leading up to the full day on January 15. Day of events include poster-making, legacy walk, FPS Student Dancers, FPS Student Panel and Community Art Award Ceremony.

### **Master Plan**

The Master Plan Meeting scheduled for December 7 has been moved to January 8 as the architects requested more time to complete the draft plan.

### **Library Town Hall**

On Monday, December 11, we will hold a Library Town Hall in the auditorium at Twelve Mile. The Town Hall was one of our Strategic Plan activities for this year. It falls under the Strategic Direction *Cultivate Curiosity* and the goal, "Utilize community input and data to evolve resources and explore new possibilities."

### **Automated Material Handling System (AMH)**

The new AMH is installed and up and running. It was quite the process to take apart the old system and jackhammer out a cement ledge. After removing the old conveyor system, it was amazing to see how much space was available in that area. Staff have had training and are working through learning the ins and outs of the new system.

### **New Firewall Door**

On November 27, the new firewall door passed inspection with the Farmington Hills Fire Department, and it is good to go.

Submitted by

Kelley Siegrist

Director

**Farmington Community Library Output Statistics - November 2023**

<b>Circulation Services</b>	<b>Nov 2023</b>	<b>Nov 2022</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
Liberty Street	18,243	18,082	161	101,827	93,144	8,683
12 Mile	42,744	43,729	(985)	231,671	229,682	1,989
eBooks	14,889	10,763	4,126	72,758	55,084	17,674
<b>Total Circulation</b>	<b>75,876</b>	<b>72,574</b>	<b>3,302</b>	<b>406,256</b>	<b>377,910</b>	<b>28,346</b>
<b>Self-Service Components of Total Library Circulation:</b>						
Circulation via Website	730	569	161	3,684	3,782	(98)
Circulation via Self Check	18,127	18,602	(475)	98,624	96,602	2,022
<b>Self-Service % of Total Circls</b>	<b>24.85%</b>	<b>26.42%</b>	<b>-1.56%</b>	<b>25.18%</b>	<b>26.56%</b>	<b>-1.38%</b>
<b>Door Counter</b>						
Liberty Street	8,663	6,525	2,138	44,493	34,690	9,803
12 Mile	18,447	17,391	1,056	96,442	88,699	7,743
<b>Total Library Visitors</b>	<b>27,110</b>	<b>23,916</b>	<b>3,194</b>	<b>140,935</b>	<b>123,389</b>	<b>17,546</b>

<b>Information Services</b>	<b>Nov 2023</b>	<b>Nov 2022</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
Online Chat	23	44	(21)	136	275	(139)
eMail	450	660	(210)	2,166	2,687	(521)
Liberty Street Phone	464	641	(177)	2,341	3,998	(1,657)
Liberty Street In-Person	2,872	4,077	(1,205)	17,077	22,292	(5,215)
<b>Liberty Street Total</b>	<b>3,336</b>	<b>4,718</b>	<b>(1,382)</b>	<b>19,418</b>	<b>26,290</b>	<b>(6,872)</b>
12 Mile Phone	940	961	(21)	4,663	5,544	(881)
12 Mile In-Person	4,955	4,433	522	27,082	23,722	3,360
<b>12 Mile Total</b>	<b>5,895</b>	<b>5,394</b>	<b>501</b>	<b>31,745</b>	<b>29,266</b>	<b>2,479</b>
<b>Total Library Use</b>	<b>9,704</b>	<b>10,816</b>	<b>(1,112)</b>	<b>53,465</b>	<b>58,518</b>	<b>(5,053)</b>

<b>Electronic Services</b>	<b>Nov 2023</b>	<b>Nov 2022</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
<b>PC and Wireless Logins:</b>						
Liberty Street Public Computers	1,283	1,104	179	7,008	6,269	739
12 Mile Public Computers	1,741	1,649	92	9,409	9,043	366
<b>Public Computer Total</b>	<b>3,024</b>	<b>2,753</b>	<b>271</b>	<b>16,417</b>	<b>15,312</b>	<b>1,105</b>
Liberty Street Wireless	1,758	18,724	(16,966)	8,550	70,139	(61,589)
12 Mile Wireless	3,076	37,597	(34,521)	14,002	175,662	(161,660)
<b>Wireless Total</b>	<b>4,834</b>	<b>56,321</b>	<b>(51,487)</b>	<b>22,552</b>	<b>245,801</b>	<b>(223,249)</b>
<b>Total Computer Use</b>	<b>7,858</b>	<b>59,074</b>	<b>(51,216)</b>	<b>38,969</b>	<b>261,113</b>	<b>(222,144)</b>
<b>Web Pages Viewed:</b>						
Adult, Teen & Children's Pages	46,182	71,450	(25,268)	257,742	420,985	(163,243)
Catalog Searches	50,349	33,768	16,581	317,370	211,888	105,482
<b>Total Web Pages Viewed</b>	<b>96,531</b>	<b>105,218</b>	<b>(8,687)</b>	<b>575,112</b>	<b>632,873</b>	<b>(57,761)</b>

<b>Programs</b>	<b>Nov 2023</b>	<b>Nov 2022</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
Programs	130	119	11	567	461	106
Attendance	2,900	2,498	402	17,052	18,921	(1,869)



**How are we doing?**

NAME: \_\_\_\_\_

DATE: Oct 26 2023

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**What made your Library visit special?**

The program called "Terrible 2's"

**Turn over to leave a suggestion for Library staff.**

**Suggestion:**

- Kindly add a coloring center for the kids.
- Add more educational/coloring app to the ipad.

**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?

*VERY HELPFUL*

Turn over to leave a suggestion for Library staff.

**How are  
we doing?**

NAME: \_\_\_\_\_

DATE: *11-27-23*

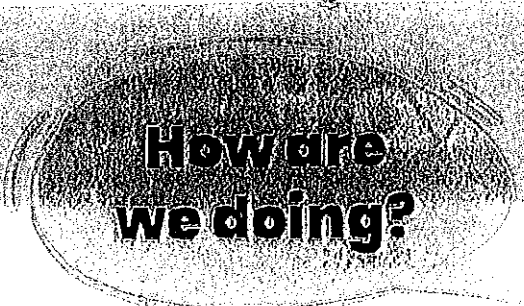
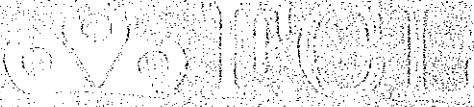
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

What made your Library visit special?

*You all are doing great. However the  
grout in the ladies room is disgusting.*

Turn over to leave a suggestion for Library staff.



NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

What made your Library visit special?

Great! But  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Turn over to leave a suggestion for Library staff.

✓ The construction noise has been a head-ach generator, can this be done off-hours

11/24/23  
1:00 - 2:30 pm



**Suggestion:**

I told your front desk about my apartment manager stealing packages & mail from me. Printed documentation is for FHPD. I spoke to your librarian (an older man) told me people take others' printouts all the time & we do not care. I told him with that attitude, it will continue.

~~John~~ John Morin - Livonia Public Library - former employee

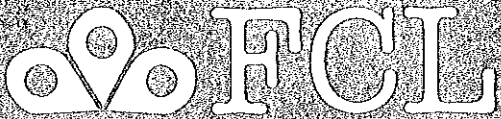
Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!



**Suggestion:**

Separate YA Section

**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:**

Library needs renovations (I think)  
More modern sources  
wheelchair accessible  
More study rooms  
More bathrooms and drinking  
fountains Less harmful content  
(to today's standards) Large  
selection of YA and kids books.

**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:**

It's 5:40 pm on a gloomy  
Tuesday and there are  
no lights on in the parking  
lot. It's pitch dark and  
every pothole is a potential  
lawsuit for FCL.

Kindly update the timing for  
the lights to reflect the winter's  
darkness. Thank!

**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:**

Ms. Sandy is ALWAYS so very  
helpful and smart! I love this  
library and everyone is always  
happy to help and my kids love it here as  
well.

Of course I can't forget how wonderful  
Ms. Melaine is 😊

**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: Nov 3, 2023

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**What made your Library visit special?**

I had the good fortune to have Herb assist me with phone + computer skills that have been very helpful. He was very patient - that was excellent for the library and Herb to have such a program. Thank you so much.

**Turn over to leave a suggestion for Library staff.**



**Suggestion:**

Keep up with the excellent work from Herb and the Farmington Hills Public Library.

Christy N. Baker

**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!**



NAME: \_\_\_\_\_

DATE: 11/18/23

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ZIP: \_\_\_\_\_

What made your Library visit special?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Turn over to leave a suggestion for library staff



Suggestion:

PS5 games - specifically  
1 player games like Dead Space  
and Last of US ~~At~~  
Spiderman 2

Keep in mind  
many games are free  
to PS plus subscribers already  
and could be thought of  
as a waste of money.

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!

Cross  
reference  
lists



How are we doing?

NAME: \_\_\_\_\_

DATE: 11/18/23

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

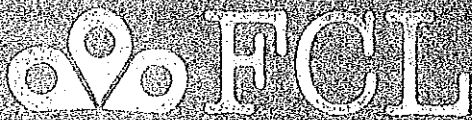
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**What made your Library visit special?**

Interesting policy of banning adults from using common office tools for fears of "liability". Specifically, this is in response to a lack of access to a paper cutter. Frankly speaking, its infantilizing to be told this practical tool is too controversial to be placed out among common patrons.

**Turn over to leave a suggestion for Library staff.**

- 1. To suggest children are incapable of coexisting w/ such dangerous tools at their disposal.
- 2. To imply the library is a pleasure center, not a place of utility or function.



**Suggestion:**

Please consider having <sup>common</sup> office tools made available to patrons of the library. Make an office paper cutter available and put it next to staff if concern over safety is so great. Hiding things like that or failing to teach others good habits does nothing to inform or help a community, but only fosters distrust and frustration. The library can function both as a place of enjoyment from reading/information, and as a place of productivity.

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! I think our goals