



**Farmington Community Library
Board of Trustees Meeting
Thursday, August 08, 2024
6:00 p.m.**

Contact Trustees

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

Farmington Community Library

FARMLIB.ORG

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
August 08, 2024

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of July Minutes
- **Treasurers Report**
 - Approval of July operating bills 2024
 - Financial Reports
- **Friends of the Library**
- **Director's Report**
- **Unfinished Business**
- **Sub-Committee Updates**
 - **Finance Committee**
 - **Personnel Committee**
- **New Business**
 - Committee Assignments
 - New meeting room policy approval
 - New volunteer policy approval
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting 6:00 – July 11, 2024**

Board Members Present: McClellan, Muthukuda, Brown, White, Snodgrass, Doby, Murphy (arrives late), one vacant seat

Board Members Absent: None

Staff Members Present: Baker, Showich-Gallup, Wegrzynowicz

Staff Members Absent: Siegrist, Peterson

CALL TO ORDER

The Regular Board Meeting was called to order at 6:02 by President Ernie McClellan.

APPROVAL OF AGENDA

MOTION by Doby to approve the Agenda for the July 11, 2024 Board meeting was supported by Snodgrass.

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

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting held June 13, 2024, with the correction of approving "May" expenditures rather than "April", was supported by Brown.

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

Opposed: None

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying June operating bills totaling \$326,181.19 was supported by White.

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

Opposed: None
Motion passed.

(R. Murphy arrives.)

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

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

FRIENDS REPORT (J. Baker and M. Showich-Gallup)

- The Friends will be serving at the beverage tent at the Harvest Moon celebration.

LIBRARY DIRECTOR'S REPORT (J. Baker)

- Party for the end of the Summer Reading program will be held Monday, July 29. Teens will have an event on Friday, July 26.
- A Town Hall meeting will be held August 21 at the Downtown branch.

Facilities Update (P. Wegrzynowicz)

MCD has been hired to assist with bidding process for roof repair work.

UNFINISHED BUSINESS

Facilities Committee

No motion.

SUBCOMMITTEE UPDATES

Finance (K. Brown)

MOTION by Brown to transfer \$2,800,000 from the Capital Fund and \$1,200,000 from the General Fund (total \$4,000,000) into MI Class

account was supported by Murphy.

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

- Additional member now needed for Finance Committee.

Personnel – no report.

Master Plan – no report.

NEW BUSINESS

None

CORRESPONDENCE

None

PUBLIC COMMENT

M. Leedom:

- Not getting proper notification when requested hotspot is ready.
- Cleaning staff are leaving papers on floor, not monitoring paper towel holders.

TRUSTEE COMMENT

C. Doby:

- Getting a book at another library – leads to discussion of TLN Catalog, Interlibrary Loan, and FCL purchasing procedures for popular books.
- Facilities Committee, when formed, should consider looking at other area libraries.

K. Brown:

When are sidewalks getting fixed? Weeding and mulching needed.

J. White:

West Bloomfield Library has yard signs that say Excited About the Library for any patron who wants one.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:15. The next meeting of the Library Board is scheduled for Thursday, August 8, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustee

DRAFT



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3000 Town Center, Suite 100
Southfield, MI 48075
Tel: 248.352.2500
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August 5, 2024

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

Re: July 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

Fiscal Year Ending June 30, 2024, balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork is scheduled to begin August 26, 2024.

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
		Account #	
		27226	
07/02/2024	10002--Farmington Community Library		25.00 07/31/2024
07/03/2024	10126--Michigan Employers Retirement		1,606.79 07/31/2024
07/03/2024	10126--Michigan Employers Retirement		1,265.57 07/31/2024
07/03/2024	10126--Michigan Employers Retirement		1,862.87 07/31/2024
07/03/2024	10126--Michigan Employers Retirement		4,530.71 07/31/2024
07/03/2024	10126--Michigan Employers Retirement		5,572.53 07/31/2024
07/03/2024	10589--Paylocity		50.29 07/31/2024
07/03/2024	10589--Paylocity		27,014.99 07/31/2024
07/09/2024	10584--Spectrum Enterprise		125.06 07/31/2024
07/16/2024	10147--EHIM		1,788.19 07/31/2024
07/16/2024	10019--Clear Rate Communications		372.10 07/31/2024
07/17/2024	10126--Michigan Employers Retirement		1,641.77 07/31/2024
07/17/2024	10126--Michigan Employers Retirement		1,340.95 07/31/2024
07/17/2024	10126--Michigan Employers Retirement		1,967.74 07/31/2024
07/17/2024	10126--Michigan Employers Retirement		4,716.59 07/31/2024
07/17/2024	10126--Michigan Employers Retirement		5,611.28 07/31/2024
07/17/2024	10589--Paylocity		27,900.50 07/31/2024
07/18/2024	10015--Toshiba America Business Solutions		2,579.55 07/31/2024
07/26/2024	10144--Mutual Of Omaha		1,879.27 07/31/2024
07/31/2024	10126--Michigan Employers Retirement		1,719.26 07/31/2024
07/31/2024	10126--Michigan Employers Retirement		1,298.21 07/31/2024
07/31/2024	10126--Michigan Employers Retirement		1,990.51 07/31/2024
07/31/2024	10126--Michigan Employers Retirement		4,721.37 07/31/2024
07/31/2024	10126--Michigan Employers Retirement		5,726.63 07/31/2024
07/31/2024	10126--Michigan Employers Retirement		23,540.30 07/31/2024
07/31/2024	10589--Paylocity		28,103.16 07/31/2024
	Total for		158,951.19

Bank: Bill.com Clearing - Bill.com Money Out Clearing **Account no:**

07/02/2024	10436--The Library Store		190.69 In Transit
07/02/2024	10624--Sterling Heights Public Library		8.99 In Transit
07/02/2024	10300--St. Clair Shores Public Library		17.95 In Transit
07/02/2024	10054--Schindler Elevator Corp		1,331.71 In Transit
07/02/2024	10054--Schindler Elevator Corp		1,521.01 In Transit
07/02/2024	10446--Sandy Herman		85.00 In Transit
07/02/2024	10409--Rebecca Brown		54.03 In Transit
07/02/2024	10220--PTS Communications		150.00 In Transit
07/02/2024	10201--Plante Moran		3,438.01 In Transit
07/02/2024	10443--Paper Express		739.00 In Transit
07/02/2024	10623--Mixam Inc.		2,580.24 In Transit
07/02/2024	10587--Malick Construction		2,250.00 In Transit
07/02/2024	10020--Gordon Food Service Inc		92.65 In Transit
07/02/2024	10089--Contemporary Industries		119.00 In Transit
07/02/2024	10024--City of Farmington Hills		88.30 In Transit
07/02/2024	10186--Cengage Learning Inc / Gale		3,818.52 In Transit
07/02/2024	10622--Book Farm LLC		124.26 In Transit
07/02/2024	10058--Batteries Plus Bulbs		53.76 In Transit
07/02/2024	10023--Witt Mechanical, Inc		1,254.00 In Transit
07/02/2024	10000--Baker & Taylor Inc		390.66 In Transit
07/05/2024	10035--The Library Network		2,852.00 In Transit
07/05/2024	10032--The Friends Of The Library		45.00 In Transit
07/05/2024	10132--Scholastic Inc.		2,431.92 In Transit
07/05/2024	10079--Midwest Tape Hoopla		12,964.68 In Transit
07/05/2024	10049--Johnson Controls Fire Protection		982.80 In Transit
07/05/2024	10235--Jo-Ann Stores, LLC		11,850.00 In Transit
07/05/2024	10221--Jennifer Willard		252.76 In Transit
07/05/2024	10448--Faren Watson		41.54 In Transit
07/05/2024	10110--Ebsco Subscription Services		20,118.76 In Transit
07/05/2024	10045--Discount School Supply		104.93 In Transit
07/05/2024	10389--4Imprint, Inc		7,381.39 In Transit
07/05/2024	10023--Witt Mechanical, Inc		2,193.50 In Transit
07/05/2024	10227--Royal Roofing		2,900.00 In Transit
07/05/2024	10031--Quill LLC		5,119.04 In Transit
07/10/2024	10082--OverDrive, Inc		3,000.00 In Transit
07/10/2024	10002--Farmington Community Library		6,000.00 In Transit
07/10/2024	10137--Value Line Publishing Inc		5,150.00 In Transit
07/10/2024	10625--The Quipu Group, LLC		1,500.00 In Transit
07/10/2024	10300--St. Clair Shores Public Library		15.95 In Transit

Farmington Community Library Check register

date	Payee	Document no.	Amount Cleared
07/10/2024	10256--OCLC Inc.		23,198.34 In Transit
07/10/2024	10315--MetroNet Consortium		4,500.00 In Transit
07/10/2024	10010--McCoy Maintenance Inc		10,465.00 In Transit
07/10/2024	10141--Benistar/UA-6803		4,852.31 In Transit
07/10/2024	10011--Midwest Tape		2,069.52 In Transit
07/18/2024	10029--Unique		147.75 In Transit
07/18/2024	10409--Rebecca Brown		15.00 In Transit
07/18/2024	10626--NorthStar Mat Service		112.22 In Transit
07/18/2024	10498--Muniweb		195.00 In Transit
07/18/2024	10453--MSU Extension		400.00 In Transit
07/18/2024	10011--Midwest Tape		106.40 In Transit
07/18/2024	10433--Lijun Xue		24.99 In Transit
07/18/2024	10221--Jennifer Willard		132.71 In Transit
07/18/2024	10210--Eugene Clark		375.00 In Transit
07/18/2024	10594--Danboise Mechanical		643.00 In Transit
07/18/2024	10236--Cameron Zvara		850.00 In Transit
07/18/2024	10023--Witt Mechanical, Inc		4,278.00 In Transit
07/18/2024	10026--FJ Lafontaine & Sons Landscaping		1,664.00 In Transit
07/18/2024	10000--Baker & Taylor Inc		3,051.64 In Transit
07/24/2024	10346--ULINE		1,889.21 In Transit
07/24/2024	10329--Swank Movie Licensing USA		125.00 In Transit
07/24/2024	10626--NorthStar Mat Service		86.60 In Transit
07/24/2024	10187--Network Services Company		2,118.70 In Transit
07/24/2024	10007--Matt Watroba		1,250.00 In Transit
07/24/2024	10464--International Minute Press		20.00 In Transit
07/24/2024	10040--Foster, Swift, Collins & Smith		1,029.00 In Transit
07/24/2024	10629--FedEx		104.46 In Transit
07/24/2024	10629--FedEx		162.83 In Transit
07/24/2024	10628--Detroit Historical Society		275.00 In Transit
07/24/2024	10627--CJB Pest and Mosquito Control		330.00 In Transit
07/24/2024	10024--City of Farmington Hills		139.90 In Transit
07/24/2024	10143--Blue Care Network		30,064.46 In Transit
07/24/2024	10012--NBS		2,439.00 In Transit
07/24/2024	10041--Naeir		158.21 In Transit
07/24/2024	10011--Midwest Tape		2,376.75 In Transit
07/24/2024	10004--Ingram Library Services		675.32 In Transit
07/24/2024	10000--Baker & Taylor Inc		9,899.92 In Transit
07/24/2024	10502--Amazon Capital Services		1,244.23 In Transit
07/25/2024	10130--Ring Of Steel Action Theatre		300.00 In Transit
07/25/2024	10187--Network Services Company		74.26 In Transit
07/25/2024	10165--Michigan.com		590.95 In Transit
07/25/2024	10464--International Minute Press		281.13 In Transit
07/25/2024	10090--Dubois Chemicals, Inc		245.70 In Transit
07/25/2024	10626--NorthStar Mat Service		1,023.00 In Transit
07/25/2024	10011--Midwest Tape		961.18 In Transit
07/25/2024	10004--Ingram Library Services		1,256.85 In Transit
07/25/2024	10594--Danboise Mechanical		5,326.00 In Transit
07/25/2024	10000--Baker & Taylor Inc		1,113.04 In Transit
	Total for Bill.com Clearing		<u>225,853.63</u>

Motion Required:

I move that the Board approve the expenditures as presented
GRAND TOTAL: \$384,804.82

General Fund

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

	PERIOD ENDED 06/30/2024	PERIOD ENDED 07/31/2024	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
001000 - General Checking - Comerica	775,621.52	735,043.52	(40,578.00)	(5.23) %
004000 - Petty Cash	1,260.00	1,285.00	25.00	1.98 %
011000 - Millage Money Market Comerica	3,298,524.04	3,306,092.87	7,568.83	0.22 %
017001 - MI Class - Millage	4,053,968.79	4,072,568.78	18,599.99	0.45 %
Total Cash & Cash Equivalents	8,129,374.35	8,114,990.17	(14,384.18)	(0.17) %
Other Assets				
018000 - Accounts Receivable	198,089.69	0.00	(198,089.69)	(100.00) %
040000 - Accounts Receivable - Metro Net	6,000.00	11,850.00	5,850.00	97.50 %
042000 - Accounts Receivable - Friends	73,028.56	73,028.56	0.00	0.00 %
043000 - Accounts Receivable - Interlibrary Loan	92.72	24.20	(68.52)	(73.89) %
123000 - Prepaid Expense	252,053.93	0.00	(252,053.93)	(100.00) %
Total Other Assets	529,264.90	84,902.76	(444,362.14)	(83.95) %
Total Assets	8,658,639.25	8,199,892.93	(458,746.32)	(5.29) %
Liabilities and Equity				
Liabilities				
Current Liabilities				
202000 - Accounts Payable	80,592.24	74,734.06	(5,858.18)	(7.26) %
209000 Friends of the Library - Book Sale	0.00	2,255.65	2,255.65	100.00 %
230000 - Due to Other Governments	27,512.75	27,512.75	0.00	0.00 %
257000 - Accrued Payroll	86,314.87	0.00	(86,314.87)	(100.00) %
258000 - Section 125 - Medical Reimbursement	1,788.19	1,191.90	(596.29)	(33.34) %
259000 - 457 ICMA Voluntary Savings Plan	5,572.53	0.00	(5,572.53)	(100.00) %
269000 - Garnishments	50.29	0.00	(50.29)	(100.00) %
290000 - 401(a) MERS Retirement Plan	1,606.79	0.00	(1,606.79)	(100.00) %
291000 - MERS Health Care Savings Plan	2,872.16	0.00	(2,872.16)	(100.00) %
293000 - FICA - Employer & Employee Pay	27,014.99	0.00	(27,014.99)	(100.00) %
296000 - MERS DB Retirement	191.21	0.00	(191.21)	(100.00) %
Total Current Liabilities	233,516.02	105,694.36	(127,821.66)	(54.73) %
Long Term Liabilities				
331000 - Unemployment Liability	398,452.50	398,452.50	0.00	0.00 %
339000 - Unearned Revenues	74,434.00	74,434.00	0.00	0.00 %
Total Liabilities	472,886.50	472,886.50	0.00	0.00 %
Equity				
390000 - Fund Balance	7,093,338.07	7,952,236.73	858,898.66	12.10 %
Total Equity	7,093,338.07	7,952,236.73	858,898.66	12.10 %

General Fund

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

	<u>PERIOD ENDED</u> <u>06/30/2024</u>	<u>PERIOD ENDED</u> <u>07/31/2024</u>	<u>CHANGE</u>	<u>% CHANGE</u>
Net Income BS	<u>858,898.66</u>	<u>(330,924.66)</u>	<u>(1,189,823.32)</u>	<u>(138.52) %</u>
Total Liabilities and Equity	<u>8,658,639.25</u>	<u>8,199,892.93</u>	<u>(458,746.32)</u>	<u>(5.29) %</u>

General Fund

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

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2024	06/30/2025	06/30/2025	07/31/2024	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
404000 - Summer Tax Revenue - Hills	3,871,185.81	4,178,077.00	4,178,077.00	299,378.17	7.17 %
405000 - Summer Tax Revenue - City	380,088.67	431,512.00	431,512.00	66,330.54	15.37 %
406000 - Winter Tax Revenue - Hills	2,229,039.14	2,446,231.00	2,446,231.00	0.00	0.00 %
407000 - Winter Tax Revenue - City	221,269.54	252,647.00	252,647.00	0.00	0.00 %
411000 - Delinquent Taxes	108,739.56	16,250.00	16,250.00	0.00	0.00 %
451000 - Local Community Stabilization Share	323,298.63	323,300.00	323,300.00	0.00	0.00 %
540000 - State Aid - Farmington Library	97,548.54	94,000.00	94,000.00	0.00	0.00 %
541000 - Grant Revenue	31,787.00	2,890.00	2,890.00	0.00	0.00 %
542000 - State Penal Fine Revenue	131,296.25	128,000.00	128,000.00	0.00	0.00 %
602000 - Auditorium Fees	13,913.38	0.00	0.00	0.00	0.00 %
603000 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	0.00	0.00 %
642000 - Copy Vending Machine Revenue	28,131.85	32,150.00	32,150.00	2,761.50	8.59 %
643000 - Snack Vending Machine Revenue	1,804.29	3,670.00	3,670.00	0.00	0.00 %
644000 - Paver Sales	148.00	0.00	0.00	0.00	0.00 %
646000 - Memorial & Gifts Revenue	11,774.54	11,700.00	11,700.00	30.00	0.26 %
658000 - Fines, Fees & Lost Book	7,613.33	7,800.00	7,800.00	560.84	7.19 %
665000 - Interest	251,249.29	214,100.00	214,100.00	26,168.82	12.22 %
674000 - Gifts From Friends of Library	115,507.61	172,470.00	172,470.00	0.00	0.00 %
684000 - Other Misc Revenue	40,343.18	36,780.00	36,780.00	1,438.43	3.91 %
Total Revenue	7,874,738.61	8,361,577.00	8,361,577.00	396,668.30	4.74 %
Expenses					
Payroll					
702000 - Salaries & Wage Expense	2,772,907.45	3,264,200.00	3,264,200.00	215,275.56	6.60 %
709000 - Employers FICA Expense	203,204.62	250,300.00	250,300.00	15,798.07	6.31 %
716000 - OPEB Expense	110,373.00	141,300.00	141,300.00	14,809.11	10.48 %
717000 - Retiree Health Ins	65,803.58	64,600.00	64,600.00	8,962.51	13.87 %
718000 - Dental, Optical & Hearing	27,066.38	30,000.00	30,000.00	4,548.79	15.16 %
719000 - Hospitalization Insurance	328,082.24	363,400.00	363,400.00	59,247.76	16.30 %
720000 - Group Life - Mutual of Omaha	18,086.91	15,100.00	15,100.00	3,492.52	23.13 %
721000 - Retirement Fund - Employers	316,171.96	399,424.00	399,424.00	22,927.00	5.74 %
Total Payroll	3,841,696.14	4,528,324.00	4,528,324.00	345,061.32	7.62 %
Operating Expenses					
750000 - Office Supplies	10,206.18	15,000.00	15,000.00	0.00	0.00 %
752000 - Operating Supplies	18,247.09	24,450.00	24,450.00	387.09	1.58 %
754000 - Vending Equipment & Supplies	11,491.81	36,900.00	36,900.00	2,579.55	6.99 %
791000 - Newspapers & Periodicals	35,812.54	38,000.00	38,000.00	21,746.66	57.23 %
801000 - Professional Services	231,495.12	320,000.00	320,000.00	2,366.67	0.74 %

General Fund

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

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2024	06/30/2025	06/30/2025	07/31/2024	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
810000 - Bank Fee	14,700.03	13,000.00	13,000.00	1,502.05	11.55 %
817000 - Insurance & Bonds	74,459.00	76,620.00	76,620.00	74,842.00	97.68 %
818000 - E Library Cataloging (OCLC)	23,098.03	23,175.00	23,175.00	23,198.34	100.10 %
820000 - Gift Fund Purchases	4,159.13	4,000.00	4,000.00	1,415.58	35.39 %
821000 - Friends Gift Purchases	127,920.27	180,000.00	180,000.00	23,272.22	12.93 %
821500 - Friends - Bosch Grant	1,387.68	0.00	0.00	0.00	0.00 %
825000 - Legacy Gift Fund Purchases	0.00	250.00	250.00	0.00	0.00 %
830000 - Training & Conferences	24,553.08	32,600.00	32,600.00	0.00	0.00 %
831500 - Memberships	8,370.00	11,850.00	11,850.00	4,762.00	40.19 %
850000 - Telephone	16,378.81	21,000.00	21,000.00	497.16	2.37 %
851000 - Postage	8,070.05	8,100.00	8,100.00	0.00	0.00 %
860000 - Transportation	2,647.33	5,000.00	5,000.00	42.21	0.84 %
881000 - Publicity	41,955.03	55,000.00	55,000.00	0.00	0.00 %
880000 - Programming	7,646.45	20,000.00	20,000.00	19.77	0.10 %
900000 - Processing	6,129.03	20,000.00	20,000.00	1,671.80	8.36 %
920000 - Electricity	213,513.70	188,000.00	188,000.00	0.00	0.00 %
921000 - Heat	19,505.23	44,000.00	44,000.00	0.00	0.00 %
922000 - Water	16,551.27	37,250.00	37,250.00	0.00	0.00 %
930000 - Maintenance/Repairs	44,376.55	60,000.00	60,000.00	7,277.19	12.13 %
931000 - Repairs & Maintenance Supplies	19,417.38	39,000.00	39,000.00	2,295.16	5.89 %
934000 - Maintenance Contracts	283,282.60	250,000.00	250,000.00	48,154.54	19.26 %
935000 - Landscaping / Snow Removal	36,359.49	45,000.00	45,000.00	0.00	0.00 %
955000 - Miscellaneous	8,095.04	8,000.00	8,000.00	200.73	2.51 %
970000 - Capital Outlay	132,462.39	215,000.00	215,000.00	0.00	0.00 %
975000 - Building & Improvements	27,182.69	230,000.00	230,000.00	0.00	0.00 %
980000 - Furniture/Furnishings	4,983.06	31,280.00	31,280.00	1,889.21	6.04 %
981000 - Vehicle	1,403.21	1,850.00	1,850.00	0.00	0.00 %
982000 - Books	257,530.23	303,000.00	303,000.00	52,666.46	17.38 %
983000 - eBooks	91,899.77	107,000.00	107,000.00	7,751.15	7.24 %
984000 - Software	40,895.22	52,455.00	52,455.00	2,976.00	5.67 %
984500 - Technology Upgrades	111,173.35	155,000.00	155,000.00	0.00	0.00 %
985000 - Equipment	35,116.96	75,000.00	75,000.00	0.00	0.00 %
986000 - Computers	22,385.65	35,000.00	35,000.00	113.17	0.32 %
987000 - Integrated Library Systems	103,128.86	194,000.00	194,000.00	79,596.49	41.03 %
988000 - Audio Visual	32,128.47	53,700.00	53,700.00	1,616.04	3.01 %
989000 - Information Resources	218,358.64	241,600.00	241,600.00	15,859.67	6.56 %
989100 - Video / DVD / Movie Collection	39,428.26	68,450.00	68,450.00	3,543.25	5.18 %

General Fund

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

	Year Ending 06/30/2024	Year Ending 06/30/2025		Year To Date 07/31/2024	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
989200 - TLN (Formerly Metro Net)	14,914.13	36,500.00	36,500.00	289.48	0.79 %
991000 - Principal Expense	12,426.00	15,000.00	15,000.00	0.00	0.00 %
993000 - Interest Expense	774.00	6,000.00	6,000.00	0.00	0.00 %
991100 - Principal Expense - IT Subscriptions	0.00	85,000.00	85,000.00	0.00	0.00 %
Total Operating Expenses	<u>2,456,018.81</u>	<u>3,482,030.00</u>	<u>3,482,030.00</u>	<u>382,531.64</u>	<u>10.99 %</u>
Total Expenses	<u>6,297,714.95</u>	<u>8,010,354.00</u>	<u>8,010,354.00</u>	<u>727,592.96</u>	<u>9.08 %</u>
Transfers					
995000 - Transfer Out	718,125.00	351,223.00	351,223.00	0.00	0.00 %
Total Transfers	<u>(718,125.00)</u>	<u>(351,223.00)</u>	<u>(351,223.00)</u>	<u>0.00</u>	<u>0.00 %</u>
Total Revenue in Excess of Expenses	<u>858,898.66</u>	<u>0.00</u>	<u>0.00</u>	<u>(330,924.66)</u>	<u>0.00 %</u>

Endowment Fund

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

	PERIOD ENDED 06/30/2024	PERIOD ENDED 07/31/2024	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
017002 - MI Class - Endowment	483,773.28	485,992.92	2,219.64	0.45 %
017003 - MI Class - Endowment Restricted	101,304.37	101,769.15	464.78	0.45 %
Total Cash & Cash Equivalents	<u>585,077.65</u>	<u>587,762.07</u>	<u>2,684.42</u>	<u>0.45 %</u>
Total Assets	<u>585,077.65</u>	<u>587,762.07</u>	<u>2,684.42</u>	<u>0.45 %</u>
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	457,892.28	477,234.53	19,342.25	4.22 %
390000 - Fund Balance	0.00	7,843.12	7,843.12	100.00 %
Total Equity	<u>557,892.28</u>	<u>585,077.65</u>	<u>27,185.37</u>	<u>4.87 %</u>
Net Income BS	<u>27,185.37</u>	<u>2,684.42</u>	<u>(24,500.95)</u>	<u>(90.12) %</u>
Total Liabilities and Equity	<u>585,077.65</u>	<u>587,762.07</u>	<u>2,684.42</u>	<u>0.45 %</u>

Director's Report August 2024

Patron Comments

Included in your Board packet.

Food Truck Tuesdays

Our next event is August 20 from 12:00–2:00 PM with The Twisted Mitten

Landscaping

The landscaping company will be out at the end of July to work on the weeds. For the islands in the parking lot, they will put weed barrier down and then stones rather than mulch. They will start at 12 Mile and then also weed at Farmington.

24/7 Hold Pick Up Lockers Update

The 24/7 Hold Pick Up Lockers are scheduled to be delivered on August 15. Training for staff is scheduled for August 20.

Programs of Interest

Cool Cars: Unique Automobiles of the Detroit Historical Society Collection FCL Farmington Hills
Thursday, August 1, 6:30–8:00 PM

After Hours Laser Tag for Adults FCL Farmington Hills Saturday, August 17, 7:00–9:00 PM

Paint Party for Older Adults (60+) FCL Farmington Hills Auditorium Friday, August 23, 2:30–4:30 PM

MERS Informational Sessions for Staff

On Monday, August 19, MERS (Municipal Employee's Retirement System) will provide informational sessions for staff that will consist of explaining their benefits and answering any questions they may have.

Bereavement, Overtime, Turnover Rate

Bereavement: 258 hours of bereavement were used in FY 2023–2024

Overtime Hours/Costs: 55.5 hours/\$2739.61 FY 2023–2024; compared to 102.75 hours/\$3203.08 FY 2022–2023; 114.50 Hours/\$3718.06 FY 2021–2022

Turnover Rate: FY 2023–2024 14.3%; compared to FY 2022–2023 11.65%; FY 2021–2022 14.73% and FY 2020–2021 54.55%.

Save the Date! An Evening with Viola Shipman

The Farmington Friends of the Library is sponsoring the author Viola Shipman on Monday, October 21 from 6:30–8:30. Registration is open and is required.

Staff Announcements

Jennie Willard has submitted her letter of resignation effective August 16, 2024. Jennie has accepted the position of Director at the Parchment Community Library. We are very excited for Jennie and wish her the best of luck in the new role.

Faren Watson has stepped down from the Assistant Adult Dept. Head position, effective July 28, 2024. Faren had decided that she would like to spend more time on librarian responsibilities that she loves and less time on the supervisory responsibilities that she doesn't really love.

12 Mile Library Closure

The work on the water meter valve at 12 Mile is scheduled for **August 22**. This is the day the 12 Mile building will need to be closed as they must shut off the water. They are telling us the repair could take 8-10 hours.

Submitted by

Kelley Siegrist
Library Director

Endowment Fund

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

	Year Ending 06/30/2024 END BALANCE	Year To Date 07/31/2024 YTD BALANCE
Revenue		
665000 - Interest	7,843.12	2,684.42
669000 - Investment Gain Loss	19,342.25	0.00
Total Revenue	<u>27,185.37</u>	<u>2,684.42</u>
Total Revenue in Excess of Expenses	<u>27,185.37</u>	<u>2,684.42</u>

Capital Reserve Fund

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

	<u>PERIOD ENDED</u> <u>06/30/2024</u>	<u>PERIOD ENDED</u> <u>07/31/2024</u>	<u>CHANGE</u>	<u>% CHANGE</u>
Assets				
Cash & Cash Equivalents				
011000 - Millage Money Market Comerica	3,545,915.80	3,554,115.36	8,199.56	0.23 %
Total Cash & Cash Equivalents	<u>3,545,915.80</u>	<u>3,554,115.36</u>	<u>8,199.56</u>	<u>0.23 %</u>
Total Assets	<u>3,545,915.80</u>	<u>3,554,115.36</u>	<u>8,199.56</u>	<u>0.23 %</u>
Liabilities and Equity				
Equity				
390000 - Fund Balance	2,751,848.52	3,545,915.80	794,067.28	28.85 %
Total Equity	<u>2,751,848.52</u>	<u>3,545,915.80</u>	<u>794,067.28</u>	<u>28.85 %</u>
Net Income BS	<u>794,067.28</u>	<u>8,199.56</u>	<u>(785,867.72)</u>	<u>(98.96) %</u>
Total Liabilities and Equity	<u>3,545,915.80</u>	<u>3,554,115.36</u>	<u>8,199.56</u>	<u>0.23 %</u>

Capital Reserve Fund

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

	Year Ending 06/30/2024 END BALANCE	Year To Date 07/31/2024 YTD BALANCE
Revenue		
665000 - Interest	75,942.28	8,199.56
Total Revenue	<u>75,942.28</u>	<u>8,199.56</u>
Transfers		
699000 - Transfer In	718,125.00	0.00
Total Transfers	<u>718,125.00</u>	<u>0.00</u>
Total Revenue in Excess of Expenses	<u>794,067.28</u>	<u>8,199.56</u>

Farmington Community Library
Investment Report
Month Ending July 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 Acct
Comerica Millage Money Market	6,860,208.23	2.72%	15,768.39	-	145,786.27	Money Market	011000
Fidelity Liberty Endowment	-	N/A	-	-	5,539.79	Investment	017000
MI Class - Millage	4,072,568.78	5.41%	18,599.99	-	72,568.78	Investment	017001
MI Class - Endowment Unrestricted	485,992.92	5.41%	2,219.61	-	8,532.57	Investment	017002
MI Class - Endowment Restricted	101,769.15	5.41%	464.78	-	1,769.15	Investment	017003
	<u>11,520,539.08</u>				<u>234,196.56</u>		



How are we doing?

NAME: Jim Peterson

DATE: 7/8/24

ADDRESS: ~~_____~~ CITY: ~~_____~~ ZIP: ~~_____~~

PHONE: ~~_____~~ EMAIL: ~~_____~~

What made your Library visit special?

With the mileage that the library receives, why does the landscaping, maintenance, weeding in the parking lot ISLANDS SO HORRIFIC

Turn over to leave a suggestion for Library staff.

J Peterson



How are we doing?

NAME: MARTIN BERMAN

DATE: 7-7-24

ADDRESS: ~~_____~~ CITY: ~~_____~~ ZIP: ~~_____~~

PHONE: ~~_____~~ EMAIL: ~~_____~~

What made your Library visit special?

I CAME TO THE LIBRARY TO GET SOME MATERIAL FOR MY 4 YR GRANDSON KRISTAL AND MELISSA WERE SO CHEERFUL AND HELPFUL AND I LEFT WITH MUCH MORE THAN I EXPECTED. THEY WENT OUT OF THEIR WAY TO MAKE SURE I RECEIVED WHAT I WANTED AND DID SO IN SUCH AN ENTHUSIASTIC WAY, IT WAS A REAL PLEASURE TO HAVE COME TO THE

Turn over to leave a suggestion for Library staff. LIBRARY TODAY



Suggestion:

Please take the book "GoYhood" by ~~Rever~~ Fenton. It's a new book.

*Full name is "GoYhood: A Novel"

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: Eza A.

DATE: 7/18/24

ADDRESS: ~~_____~~

CITY: ~~_____~~ ZIP: ~~_____~~

PHONE: ~~_____~~ EMAIL: ~~_____~~

What made your Library visit special?

First time here

Turn over to leave a suggestion for Library staff.



**How are
we doing?**

NAME: Nicole Jones

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Today my children + I had a bit of an unpleasant experience downstairs. The library worker (putting up DVDs) was sitting very rudely + burping. She seemed to not want to be here

Turn over to leave a suggestion for Library staff.



**How are
we doing?**

NAME: Laura & Lorelai

DATE: 7-29-24

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

We ♥ the children's dept. staff! They are magical. I love the library it's sooo much FUN!

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: Katie Johnson

DATE: 7/23/2004

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Summer Reading Campaign - The direct mail postcard we got helped us sign up. The awareness was strengthened by the mailers. The physical card was on our kitchen table, we talked about the program as a family

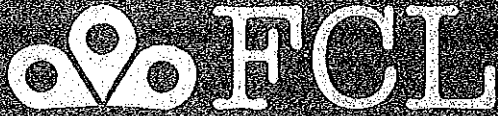
Turn over to leave a suggestion for Library staff.



Suggestion:

and even my husband remembered the program. In my opinion the direct mail campaign was marketing dollars well spent. We love our library!

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: July 28th 24

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

the games

Turn over to leave a suggestion for Library staff.



Suggestion:

build more game stations

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: Katie Johnson

DATE: 7/23/2024

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Summer Reading Campaign - The direct mail postcard we got helped us sign up. The awareness was strengthened by the mailers. The physical card was on our kitchen table, we talked about the program as a family
turn over to leave a suggestion for Library staff.



Suggestion:

and even my husband remembered the program. In my opinion the direct mail campaign was marketing dollars well spent. We love our library!

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:

Try changing the kids
area toys more often.

Hi just complain
The kids toys
display we wish them
to be change more
often because the kids
gets bored from same

**Please place it in the
all suggestions!**



**How are
we doing?**

NAME: SAM

DATE: - - -

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

IPAD
NEW BOOKS
LIBRARIAN



Suggestion:

Get Farming 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!



(Islamic)

Suggestion:

MORE MUSLIM
AND MHA 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!



How are we doing?

NAME: Hadassan

DATE: Jul 1 28

ADDRESS: 1 CITY: Oak Park MT ZIP:

PHONE: EMAIL: [REDACTED]

What made your Library visit special?

The F pads etc very interesting

Turn over to leave a suggestion for Library staff.



Suggestion:

Build more game station

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!