

Farmington Community Library Board of Trustees  
Regular Meeting – 6:00 p.m.  
October 12, 2023

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- **Call to Order**
- **Approval of Agenda**
- **Minutes**
  - Approval of Minutes – Regular Board Meeting –September 2023
- **Audit Presentation**
- **Treasurers Report**
  - Operating Bills
  - Approval of September 2023 Bills
- **Friends of the Library**
- **Director’s Report**
  - Facilities Update
- **Unfinished Business**
  - Urban Libraries Council statement on Race & Social Equity
- **Sub-Committee Updates**
- **New Business**
  - Approval of Kathie Brown as liaison to Master plan committee
  - Approval of FCL Organization chart
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

Farmington Community Library Board of Trustees  
Regular Meeting – 6:00 p.m.  
October 12, 2023

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Board Members Present: McClellan, Brown, White, Muthukuda

Board Members Absent: Hahn, Murphy, Doby, Snodgrass

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

Staff Members Absent: None

**NO Official business did not have a quorum.**

## **Director's Report November 2023**

### **Patron Comments**

Included in your Board packet.

### **State Aid Report**

State Aid Report was submitted on October 23, 2023.

### **Master Plan Meetings**

Three Master Plan meetings were held in November with staff.

### **24/7 Hold Lockers**

We received 3 bids on 24/7 Hold Lockers. This month we contacted references (other libraries) for more information on their satisfaction with the product/company and their workflow with each system. Bids are included in your Board packet.

### **New Payroll Service**

As mentioned previously, we received three quotes for a new Payroll Service – Paylocity, Paycor, and Paychex. Paylocity is our preferred vendor due to the similarities with what we currently have, plus added features. This would be a significant savings over what we currently pay with ADP – savings of over 50%.

### **Author Event Angeline Bouley**

The Angeline Bouley Author Event sponsored by the Farmington Friends of the Library was a huge success! Angeline was an engaging speaker. Staff and Stacy Charlesbois – Friends President – had the opportunity to have dinner with Angeline prior to her appearance. And Rebecca Brown was an engaging host who fielded questions from the audience like a professional talk show host. Angeline stayed until everyone in attendance had their book signed – over 250 people.

### **Ghostly Happenings in October**

On Thursday nights in October, Library staff led participants around downtown Farmington in the Grand Raven Walk. On a Friday night in October, participants went on a ghost hunt around the Farmington Hills Library using the tools from FCL's Ghost Hunting Kits including EMF readers, dowsing rods, spirit boxes and LED motion activated items. And on the Monday before Halloween, we had investigators from Grimstone Inc., one of the leading paranormal research organizations



in Michigan, who shared highlights from their over 25 years of experience exploring the paranormal.

### **NaNoWriMo**

November is National Novel Writing Month. The challenge of NaNoWriMo is to write 50,000 words of a novel in 30 days. If you are a writer, consider joining one of our writing sessions! These sessions are at FCL Farmington on Sundays from 2:00-4:00 PM and FCL Farmington Hills on Tuesdays from 7:00 PM -8:30 PM.

### **Facilities**

Building Projects: leaking toilet, roof repairs based on the roofing report of June 2023, new gas meter and gas piping at FA, firewall door drywall repair and testing.

We have hired a new Facilities Manager. Peter Wegrzynowicz will start with FCL on November 20. Many thanks go to Koreena Nelson, Justin Mitchell, and Jill Baker for keeping us up and running during these past few months. We all have a better understanding of the buildings now.

### **Preliminary Millage Discussion Meeting**

We briefly met on Tuesday, October 24, to go over timeline and important dates if Board approves millage ballot proposal in the August 2024 Primary.

### **Frequent Library Patron**

We were very sad to learn that a frequent library patron, Dennis Fraver, passed away in September. He always had a kind word for staff and was so grateful for our service. He was an avid user of our DVDs and interlibrary loan service. He spent most of his time at FCL Farmington but knew the staff at FCL Farmington Hills too. His family gave the library \$1000 in his memory.

Submitted by

Kelley Siegrist  
Director



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November 6, 2023

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

**Re: October 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
	<b>Bank:</b>	<b>Account no.:</b>	
10/26/2023	10003--AT&T		793.28 In Transit
10/05/2023	10471--Bloomberg Businessweek	27204	110.00 In Transit
10/10/2023	10006--Bright House Networks		125.06 In Transit
10/15/2023	10063--City Of Farmington - Water		5,579.92 In Transit
10/17/2023	10019--Clear Rate Communications		418.97 In Transit
10/16/2023	10330--Comerica Commerical Card Services		1,466.83 In Transit
10/13/2023	10009--Consumers Energy		814.77 In Transit
10/11/2023	10009--Consumers Energy		67.62 In Transit
10/19/2023	10005--DTE Energy		15,892.25 In Transit
10/19/2023	10005--DTE Energy		4,596.74 In Transit
10/16/2023	10147--EHIM		652.78 In Transit
10/16/2023	10147--EHIM		86.85 In Transit
10/05/2023	10171--Farmington Genealogical Society	27206	300.00 In Transit
10/17/2023	10021--Home Depot Credit Services		597.08 In Transit
10/05/2023	10561--Kelly Roenicke	27205	275.00 In Transit
10/20/2023	10144--Mutual Of Omaha		1,754.81 In Transit
10/12/2023	10014--T-Mobile		1,130.51 In Transit
10/19/2023	10015--Toshiba America Business Solutions		3,745.80 In Transit
	<b>Total for</b>		<b>38,408.27</b>
	<b>Bank:</b>	<b>Account no.</b>	
10/25/2023	10140--ADP, LLC		50.25 10/31/2023
10/25/2023	10140--ADP, LLC		25,160.37 10/31/2023
10/20/2023	10140--ADP, LLC		372.60 10/31/2023
10/20/2023	10140--ADP, LLC		4,178.00 10/31/2023
10/11/2023	10140--ADP, LLC		50.25 10/31/2023
10/11/2023	10140--ADP, LLC		25,636.62 10/31/2023
10/25/2023	10126--Michigan Employers Retirement		17,769.42 10/31/2023
10/25/2023	10126--Michigan Employers Retirement		5,147.88 10/31/2023
10/25/2023	10126--Michigan Employers Retirement		1,439.90 10/31/2023
10/25/2023	10126--Michigan Employers Retirement		1,473.98 10/31/2023
10/25/2023	10126--Michigan Employers Retirement		4,036.06 10/31/2023
10/25/2023	10126--Michigan Employers Retirement		5,972.51 10/31/2023
10/11/2023	10126--Michigan Employers Retirement		5,267.03 10/31/2023
10/11/2023	10126--Michigan Employers Retirement		1,439.90 10/31/2023
10/11/2023	10126--Michigan Employers Retirement		1,719.03 10/31/2023
10/11/2023	10126--Michigan Employers Retirement		1,468.60 10/31/2023
10/11/2023	10126--Michigan Employers Retirement		5,969.39 10/31/2023
	<b>Total for</b>		<b>107,151.79</b>
	<b>Bank: Bill.com Clearing - Bill.com Money Out Clearing</b>	<b>Account no:</b>	
10/31/2023	10417--Anna Hay		249.24 In Transit
10/31/2023	10000--Baker & Taylor Inc		4,193.00 In Transit
10/31/2023	10000--Baker & Taylor Inc		17,484.39 In Transit
10/20/2023	10566--Barry Levine		150.00 In Transit
10/20/2023	10141--Benistar/UA-6803		4,846.14 In Transit
10/31/2023	10143--Blue Care Network		25,487.09 In Transit
10/20/2023	10321--BookPage		1,440.00 In Transit
10/11/2023	10559--Bradley Coates		150.00 In Transit
10/11/2023	10528--Candis Elliott		46.69 In Transit
10/31/2023	10353--CBIZ Retirement Plan Services Inc.		6,466.00 In Transit
10/11/2023	10017--CDW Government Inc		1,595.78 In Transit
10/20/2023	10567--Christopher Bailey		100.00 In Transit
10/11/2023	10224--City of Farmington Hills Dept of Special Services		9,933.00 In Transit
10/20/2023	10263--Crystal Peterson		87.58 In Transit
10/20/2023	10025--Danboise Mechanical Inc		3,170.78 In Transit
10/20/2023	10033--Demco Inc.		3,685.21 In Transit
10/31/2023	10485--Dow Jones & Company		1,800.00 In Transit
10/31/2023	10046--EnvisionWare, Inc		390.00 In Transit
10/11/2023	10448--Faren Watson		35.25 In Transit
10/11/2023	10002--Farmington Community Library		16,405.63 In Transit
10/20/2023	10026--FJ Lafontaine & Sons Landscaping		860.00 In Transit
10/06/2023	10040--Foster, Swift, Collins & Smith		23.50 In Transit
10/31/2023	10047--Fred's Landscape		2,985.00 In Transit
10/11/2023	10047--Fred's Landscape		1,615.00 In Transit
10/06/2023	10047--Fred's Landscape		1,328.00 In Transit
10/31/2023	10068--Gallagher Fire Equipment		41.00 In Transit
10/20/2023	10020--Gordon Food Service Inc		136.46 In Transit

**Farmington Community Library  
Check register**

<b>Date</b>	<b>Payee</b>	<b>Document no.</b>	<b>Amount Cleared</b>
10/20/2023	10070--Grace Note Piano Service		125.00 In Transit
10/20/2023	10027--Great Lakes Ace Hardware		77.84 In Transit
10/20/2023	10404--Grosse Pointe Public Library - zv143		28.00 In Transit
10/11/2023	10562--Hekman Library		50.00 In Transit
10/20/2023	10258--Icle		158.50 In Transit
10/31/2023	10004--Ingram Library Services		2,141.79 In Transit
10/16/2023	10119--International Book Centre, Inc		536.70 In Transit
10/31/2023	10464--International Minute Press		216.90 In Transit
10/11/2023	10221--Jennifer Willard		59.49 In Transit
10/31/2023	10050--Lakeshore Learning Materials		533.89 In Transit
10/11/2023	10050--Lakeshore Learning Materials		360.05 In Transit
10/20/2023	10433--Lijun Xue		93.38 In Transit
10/31/2023	10075--Lush Lawn/Safari Tree		264.99 In Transit
10/20/2023	10075--Lush Lawn/Safari Tree		1,531.00 In Transit
10/20/2023	10160--Maria Showich-Gallup		227.88 In Transit
10/11/2023	10160--Maria Showich-Gallup		80.36 In Transit
10/06/2023	10284--MBM Technology Solutions		799.00 In Transit
10/20/2023	10010--McCoy Maintenance Inc		10,465.00 In Transit
10/20/2023	10315--MetroNet Consortium		3,271.00 In Transit
10/06/2023	10165--Michigan.com		784.54 In Transit
10/31/2023	10011--Midwest Tape		1,845.60 In Transit
10/31/2023	10011--Midwest Tape		3,937.96 In Transit
10/31/2023	10011--Midwest Tape		4,121.30 In Transit
10/16/2023	10079--Midwest Tape Hoopla		10,336.16 In Transit
10/20/2023	10498--Muniweb		195.00 In Transit
10/31/2023	10041--Naeir		35.84 In Transit
10/20/2023	10041--Naeir		95.00 In Transit
10/11/2023	10041--Naeir		595.00 In Transit
10/31/2023	10012--NBS		580.00 In Transit
10/20/2023	10012--NBS		358.00 In Transit
10/20/2023	10187--Network Services Company		1,259.21 In Transit
10/20/2023	10082--OverDrive, Inc		9,029.73 In Transit
10/20/2023	10082--OverDrive, Inc		6,000.00 In Transit
10/16/2023	10082--OverDrive, Inc		(15,029.73) In Transit
10/16/2023	10082--OverDrive, Inc		15,029.73 In Transit
10/20/2023	10558--Patrick McCormick		1,148.74 In Transit
10/16/2023	10558--Patrick McCormick		80.52 In Transit
10/11/2023	10201--Plante Moran		12,072.75 In Transit
10/11/2023	10261--ProQuest LLC		18,744.97 In Transit
10/20/2023	10220--PTS Communications		150.00 In Transit
10/31/2023	10031--Quill LLC		187.16 In Transit
10/20/2023	10031--Quill LLC		1,061.35 In Transit
10/11/2023	10031--Quill LLC		1,534.62 In Transit
10/20/2023	10565--Rosie Zoldan		44.44 In Transit
10/06/2023	10382--Tech Mechanical		1,260.00 In Transit
10/11/2023	10032--The Friends Of The Library		75.00 In Transit
10/31/2023	10035--The Library Network		9,683.70 In Transit
10/20/2023	10035--The Library Network		2,968.63 In Transit
10/20/2023	10553--Thomas Kline/Crimson Multimedia		587.03 In Transit
10/16/2023	10015--Toshiba America Business Solutions		496.00 In Transit
10/20/2023	10029--Unique		128.05 In Transit
10/11/2023	10560--William Konkolesky		200.00 In Transit
	<b>Total for Bill.com Clearing</b>		<b><u>215,321.81</u></b>

**Motion Required:**

I move that the Board approve the expenditures as presented  
GRAND TOTAL: \$360,881.87



General Fund

Farmington Community Library  
 Comparative Balance Sheet  
 As of October 31, 2023

	PERIOD ENDED 06/30/2023	PERIOD ENDED 10/31/2023	CHANGE	% CHANGE
<b>Assets</b>				
<b>Cash &amp; Cash Equivalents</b>				
001000 - General Checking - Comerica	488,077.20	488,888.34	811.14	0.16 %
004000 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
007000 - Payroll Checking - Comerica	190,885.33	151,597.56	(39,287.77)	(20.58) %
011000 - Millage Money Market Comerica	6,929,824.20	9,096,754.89	2,166,930.69	31.26 %
<b>Total Cash &amp; Cash Equivalents</b>	<b>7,610,046.73</b>	<b>9,738,500.79</b>	<b>2,128,454.06</b>	<b>27.96 %</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	23,889.34	19,722.60	473.33 %
042000 - Accounts Receivable - Friends	60,091.16	39,112.64	(20,978.52)	(34.91) %
043000 - Accounts Receivable - Interlibrary Loan	0.00	25.98	25.98	100.00 %
123000 - Prepaid Expense	147,740.65	0.00	(147,740.65)	(100.00) %
<b>Total Other Assets</b>	<b>394,348.05</b>	<b>63,027.96</b>	<b>(331,320.09)</b>	<b>(84.01) %</b>
<b>Total Assets</b>	<b>8,004,394.78</b>	<b>9,801,528.75</b>	<b>1,797,133.97</b>	<b>22.45 %</b>
<b>Liabilities and Equity</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
202000 - Accounts Payable	299,443.14	11,449.40	(287,993.74)	(96.17) %
202100 - Manual Accounts Payable	33,159.35	0.00	(33,159.35)	(100.00) %
204000 - Friends - Credit Crd pass thru	0.00	0.52	0.52	100.00 %
209000 Friends of the Library - Book Sale	0.00	5,475.00	5,475.00	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>45,140.45</b>	<b>(407,372.60)</b>	<b>(90.02) %</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 Long Term Liabilities</b>	<b>458,543.66</b>	<b>458,543.66</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total Liabilities</b>	<b>911,056.71</b>	<b>503,684.11</b>	<b>(407,372.60)</b>	<b>(44.71) %</b>
<b>Equity</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>2,204,506.57</b>	<b>1,013,662.23</b>	<b>85.12 %</b>
<b>Total Liabilities and Equity</b>	<b>8,004,394.78</b>	<b>9,801,528.75</b>	<b>1,797,133.97</b>	<b>22.45 %</b>



General Fund

Farmington Community Library  
 Revenue and Expenditure Report  
 As of October 31, 2023

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2023	06/30/2024	AMENDED BUDGET	10/31/2023	
	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	3,819,695.95	97.11 %
405000 - Summer Tax Revenue - City	359,942.66	382,464.00	382,464.00	375,751.47	98.24 %
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	1,835.15	11.29 %
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	7,217.64	48.12 %
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	9,054.66	28.16 %
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	2,632.15	41.13 %
665000 - Interest	134,530.18	132,100.00	132,100.00	66,930.69	50.67 %
674000 - Gifts From Friends of Library	105,111.59	122,470.00	122,470.00	0.00	0.00 %
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	15,249.83	58.03 %
<b>Total Revenue</b>	<b>7,270,018.26</b>	<b>8,010,580.00</b>	<b>8,010,580.00</b>	<b>4,313,358.98</b>	<b>53.85 %</b>
<b>Expenses</b>					
<b>Payroll</b>					
702000 - Salaries & Wage Expense	2,430,226.89	3,250,600.00	3,250,600.00	836,113.01	25.72 %
709000 - Employers FICA Expense	178,071.03	249,400.00	249,400.00	61,121.73	24.51 %
716000 - OPEB Expense	98,813.65	139,000.00	139,000.00	35,106.58	25.26 %
717000 - Retiree Health Ins	110,475.44	69,800.00	69,800.00	25,396.68	36.38 %
718000 - Dental, Optical & Hearing	24,139.74	30,000.00	30,000.00	8,702.38	29.01 %
719000 - Hospitalization Insurance	292,870.88	376,900.00	376,900.00	133,096.67	35.31 %
720000 - Group Life - Mutual of Omaha	16,108.09	24,200.00	24,200.00	7,658.71	31.65 %
721000 - Retirement Fund - Employers	364,146.09	299,620.00	299,620.00	106,897.31	35.68 %
<b>Total Payroll</b>	<b>3,514,851.81</b>	<b>4,439,520.00</b>	<b>4,439,520.00</b>	<b>1,214,093.07</b>	<b>27.35 %</b>
<b>Operating Expenses</b>					
750000 - Office Supplies	12,252.14	15,000.00	15,000.00	2,220.78	14.81 %
752000 - Operating Supplies	16,360.06	24,450.00	24,450.00	4,410.86	18.04 %
754000 - Vending Equipment & Supplies	10,359.58	36,900.00	36,900.00	8,619.42	23.36 %
791000 - Newspapers & Periodicals	25,908.13	38,000.00	38,000.00	27,609.35	72.66 %

General Fund

Farmington Community Library  
 Revenue and Expenditure Report  
 As of October 31, 2023

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2023	06/30/2024	AMENDED BUDGET	10/31/2023	
	END BALANCE	ORIGINAL BUDGET		YTD BALANCE	
801000 - Professional Services	261,702.19	275,000.00	275,000.00	90,052.17	32.75 %
810000 - Bank Fee	0.00	0.00	0.00	3,335.76	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	63,462.53	48.82 %
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	4,526.97	18.48 %
831500 - Memberships	6,373.29	10,100.00	10,100.00	5,517.00	54.62 %
850000 - Telephone	22,877.79	21,000.00	21,000.00	3,908.71	18.61 %
851000 - Postage	4,794.01	7,250.00	7,250.00	2,226.32	30.71 %
860000 - Transportation	1,698.62	5,000.00	5,000.00	415.06	8.30 %
881000 - Publicity	0.00	55,000.00	55,000.00	1,233.23	2.24 %
880000 - Programming	40,540.36	20,000.00	20,000.00	1,266.68	6.33 %
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	60,753.74	32.32 %
921000 - Heat	41,329.48	44,000.00	44,000.00	1,387.84	3.15 %
922000 - Water	35,279.36	37,250.00	37,250.00	5,580.25	14.98 %
930000 - Maintenance/Repairs	51,919.88	52,000.00	52,000.00	14,028.84	26.98 %
931000 - Repairs & Maintenance Supplies	22,589.18	39,000.00	39,000.00	6,210.09	15.92 %
934000 - Maintenance Contracts	232,133.88	250,000.00	250,000.00	89,391.56	35.76 %
935000 - Landscaping / Snow Removal	42,765.78	45,000.00	45,000.00	13,765.49	30.59 %
955000 - Miscellaneous	5,240.20	7,000.00	7,000.00	2,312.51	33.04 %
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	106,568.40	38.33 %
983000 - eBooks	84,551.13	100,000.00	100,000.00	38,766.05	38.77 %
984000 - Software	39,121.70	52,455.00	52,455.00	4,633.74	8.83 %
984500 - Technology Upgrades	22,953.33	155,000.00	155,000.00	2,710.00	1.75 %
985000 - Equipment	125,418.52	125,000.00	125,000.00	6,780.28	5.42 %
986000 - Computers	25,093.04	35,000.00	35,000.00	438.51	1.25 %
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	8,345.85	15.54 %
989000 - Information Resources	196,447.85	241,600.00	241,600.00	64,496.54	26.70 %
989100 - Video / DVD / Movie Collection	46,971.24	68,450.00	68,450.00	12,085.36	17.66 %

General Fund

Farmington Community Library  
 Revenue and Expenditure Report  
 As of October 31, 2023

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2023	06/30/2024	AMENDED BUDGET	10/31/2023	
	END BALANCE	ORIGINAL BUDGET		YTD BALANCE	
989200 - TLN (Formerly Metro Net)	13,800.59	36,500.00	36,500.00	5,426.08	14.87 %
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	894,759.34	25.97 %
Total Expenses	6,220,064.92	7,884,570.00	7,884,570.00	2,108,852.41	26.75 %
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	2,204,506.57	0.00 %

Endowment Fund

Farmington Community Library  
 Comparative Balance Sheet  
 As of October 31, 2023

	PERIOD ENDED 06/30/2023	PERIOD ENDED 10/31/2023	CHANGE	% CHANGE
<b>Assets</b>				
Cash & Cash Equivalents				
017000 - Library Endowment Fund	557,892.28	561,877.09	3,984.81	0.71 %
Total Cash & Cash Equivalents	557,892.28	561,877.09	3,984.81	0.71 %
<b>Total Assets</b>	557,892.28	561,877.09	3,984.81	0.71 %
<b>Liabilities and Equity</b>				
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	3,984.81	(207,284.08)	(98.11) %
<b>Total Liabilities and Equity</b>	557,892.28	561,877.09	3,984.81	0.71 %



Endowment Fund

Farmington Community Library  
Revenue and Expenditure Report  
As of October 31, 2023

	Year Ending 06/30/2023 END BALANCE	Year To Date 10/31/2023 YTD BALANCE
Revenue		
646000 - Memorial & Gifts Revenue	199,831.33	0.00
665000 - Interest	0.00	2,165.98
669000 - Investment Gain Loss	11,437.56	1,818.83
Total Revenue	<u>211,268.89</u>	<u>3,984.81</u>
Total Revenue in Excess of Expenses	<u>211,268.89</u>	<u>3,984.81</u>

Capital Reserve Fund

Farmington Community Library  
Comparative Balance Sheet  
As of October 31, 2023

	PERIOD ENDED 06/30/2023	PERIOD ENDED 10/31/2023	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
011000 - Millage Money Market Comerica	2,751,848.52	2,776,059.03	24,210.51	0.87 %
Total Cash & Cash Equivalents	2,751,848.52	2,776,059.03	24,210.51	0.87 %
Total Assets	2,751,848.52	2,776,059.03	24,210.51	0.87 %
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)	24,210.51	192,513.24	(114.38) %
Total Liabilities and Equity	2,751,848.52	2,776,059.03	24,210.51	0.87 %

Capital Reserve Fund

Farmington Community Library  
Revenue and Expenditure Report  
As of October 31, 2023

	Year Ending 06/30/2023 END BALANCE	Year To Date 10/31/2023 YTD BALANCE
Revenue		
665000 - Interest	50,257.27	24,210.51
Total Revenue	<u>50,257.27</u>	<u>24,210.51</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>24,210.51</u>

Farmington Community Library  
Investment Report  
Month Ending September 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	12,145,382.40	2.72%	22,072.94	-	251,128.40	Money Market	011000
Fidelity Liberty Endowment	561,877.09	N/A	-	454.42	9,352.59	Investment	017000
	<u>12,707,259.49</u>				<u>260,480.99</u>		



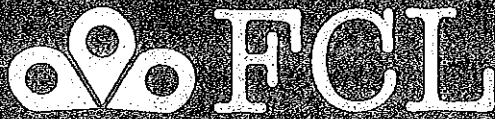
## Farmington Community Library Output Statistics - October 2023

Circulation Services	Oct 2023	Oct 2022	Change	This YTD	Last YTD	Change
Liberty Street	19,512	18,716	796	83,584	75,062	8,522
12 Mile	44,242	44,768	(526)	188,927	185,953	2,974
eBooks	15,589	10,751	4,838	57,869	44,321	13,548
<b>Total Circulation</b>	<b>79,343</b>	<b>74,235</b>	<b>5,108</b>	<b>330,380</b>	<b>305,336</b>	<b>25,044</b>
<b>Self-Service Components of Total Library Circulation:</b>						
Circulation via Website	599	761	(162)	2,954	3,213	(259)
Circulation via Self Check	18,908	18,733	175	80,497	78,000	2,497
<b>Self-Service % of Total Circls</b>	<b>24.59%</b>	<b>26.26%</b>	<b>-1.67%</b>	<b>25.26%</b>	<b>26.60%</b>	<b>-1.34%</b>
Door Counter	Oct 2023	Oct 2022	Change	This YTD	Last YTD	Change
Liberty Street	9,567	7,145	2,422	35,830	28,165	7,665
12 Mile	20,303	18,085	2,218	77,995	71,308	6,687
<b>Total Library Visitors</b>	<b>29,870</b>	<b>25,230</b>	<b>4,640</b>	<b>113,825</b>	<b>99,473</b>	<b>14,352</b>

Information Services	Oct 2023	Oct 2022	Change	This YTD	Last YTD	Change
Online Chat	37	66	(29)	113	231	(118)
eMail	466	874	(408)	1,716	2,027	(311)
Liberty Street Phone	464	769	(305)	1,877	3,357	(1,480)
Liberty Street In-Person	2,896	4,580	(1,684)	14,205	18,215	(4,010)
<b>Liberty Street Total</b>	<b>3,360</b>	<b>5,349</b>	<b>(1,989)</b>	<b>16,082</b>	<b>21,572</b>	<b>(5,490)</b>
12 Mile Phone	1,123	1,026	97	3,723	4,583	(860)
12 Mile In-Person	7,773	4,802	2,971	22,127	19,289	2,838
<b>12 Mile Total</b>	<b>8,896</b>	<b>5,828</b>	<b>3,068</b>	<b>25,850</b>	<b>23,872</b>	<b>1,978</b>
<b>Total Library Use</b>	<b>12,759</b>	<b>12,117</b>	<b>642</b>	<b>43,761</b>	<b>47,702</b>	<b>(3,941)</b>

Electronic Services	Oct 2023	Oct 2022	Change	This YTD	Last YTD	Change
<b>PC and Wireless Logins:</b>						
Liberty Street Public Computers	1,548	1,196	352	5,725	5,165	560
12 Mile Public Computers	1,955	1,897	58	7,668	7,394	274
<b>Public Computer Total</b>	<b>3,503</b>	<b>3,093</b>	<b>410</b>	<b>13,393</b>	<b>12,559</b>	<b>834</b>
Liberty Street Wireless	1,938	17,833	(15,895)	6,792	51,415	(44,623)
12 Mile Wireless	3,279	36,974	(33,695)	10,926	138,065	(127,139)
<b>Wireless Total</b>	<b>5,217</b>	<b>54,807</b>	<b>(49,590)</b>	<b>17,718</b>	<b>189,480</b>	<b>(171,762)</b>
<b>Total Computer Use</b>	<b>8,720</b>	<b>57,900</b>	<b>(49,180)</b>	<b>31,111</b>	<b>202,039</b>	<b>(170,928)</b>
<b>Web Pages Viewed:</b>						
Adult, Teens & Children's Pages	54,364	59,701	(5,337)	211,560	349,535	(137,975)
Catalog Searches	82,343	35,507	46,836	267,021	178,120	88,901
<b>Total Web Pages Viewed</b>	<b>136,707</b>	<b>95,208</b>	<b>41,499</b>	<b>478,581</b>	<b>527,655</b>	<b>(49,074)</b>

Programs	Oct 2023	Oct 2022	Change	This YTD	Last YTD	Change
Programs	149	131	18	437	342	95
Attendance	5,069	6,684	(1,615)	14,152	16,423	(2,271)



How are we doing?

NAME: [REDACTED]

DATE: 10/26/2023

ADDRESS: [REDACTED] CITY: [REDACTED] ZIP: [REDACTED]

PHONE: [REDACTED] EMAIL: [REDACTED]

What made your Library visit special?

THE INSTRUCTOR (HEEB) WAS VERY KNOWLEDGEABLE AND POLITE WHILE SHOWING ME HOW TO CREATE FORMAL DOCUMENTS IN WORD 365

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: [REDACTED]

DATE: 10 29 23

ADDRESS: [REDACTED] CITY: [REDACTED] ZIP: [REDACTED]

PHONE: [REDACTED] EMAIL: [REDACTED]

What made your Library visit special?

VERY HELPFULL

Turn over to leave a suggestion for Library staff.





How are we doing?

NAME: [REDACTED]

DATE: 10/18/2023

ADDRESS: [REDACTED] CITY: [REDACTED] ZIP: [REDACTED]

PHONE: [REDACTED] EMAIL: [REDACTED]

What made your Library visit special?

Tea Taste lecture - very interesting but too short. Needs to be at least 90 minutes. It was rushed, we could not have all our questions answered. Would like to attend this lecture again. Many ladies attending this lecture shared my views.

Turn over to leave a suggestion for Library staff.



Suggestion:

10/25/23

For Pat & Sharon in Tech Support

Thank you both so much for helping me with my iPod today. I am so glad the system was able to do it automatically once you showed me how. It works. Thank you so much.

[REDACTED]

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: October 29, 2023

DATE: October 24, 2023

ADDRESS: [REDACTED] CITY: [REDACTED] ZIP: [REDACTED]

PHONE: [REDACTED] EMAIL: [REDACTED]

What made your Library visit special?

I am MOST appreciative of the individual attention & service I received while scanning my documents. ALSO, I enjoyed learning about all the library has to offer. I am impressed with the nature & extent of resources available.

Turn over to leave a suggestion for Library staff.

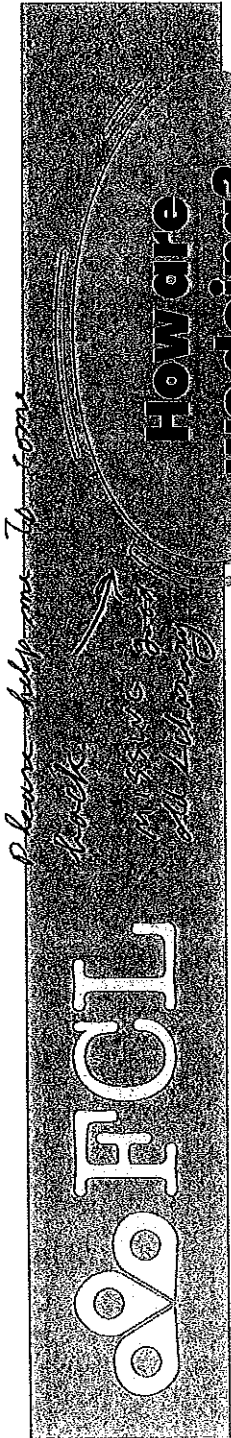
Furthermore, I like the peaceful & safe environment for a change.

Suggestion:

The library is well organized & staffed, AND IS CERTAINLY A VALUABLE COMMUNITY RESOURCE FOR INDIVIDUALS OF ALL AGES, yet I would like to see enhanced dissemination of information regarding all the library has to offer. It is nice to spend time in the quiet & peaceful environment that the library affords.

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: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ EMAIL: N/A

**What made your Library visit special?**

YOU ARE DOING GREAT BUT THERE ALWAYS ROOM FOR IMPROVEMENT: ① EVENING, WEEKEND AND HOLIDAYS ARE BEST TIME FOR WE CAN USE LIBRARY, BUT YOU ARE LIMITED TIME AND/OR CLOSED. (3 DAYS FOR ONE HOLIDAY?!?!?)

② I CANT RESERVE FOR EVENTS MYSELF AND I HAVE TO GET HELP WITH ONE VERY ON FRIENDLY LIBRARIEN.  
 Turn over to leave a suggestion for Library staff.



use order the following books:

Reading for Pleasure - Bennett Coy  
Playlist for the It's all upside - Rita Dove  
A Moledele Away from Madness -  
Sara Manning Piskun

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