

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
May 11, 2023

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of Minutes - Regular Board Meeting –April-2023
- **Sub-Committee Updates**
 - Personnel Committee
 - Recommendations
 1. Language changes to employee handbook
 2. WCBC proposals
 3. Criminal background checks
 4. Paid sick time
 5. 23-24 pay schedules/merit increase.
 - Strategic Planning Committee
- **Treasurers Report**
 - Operating Bills
 - Approval of April 2023 Bills
- **Friends of the Library**
- **Director's Report** (please read prior to meeting)
 - Facilities Update
 - Sherri Vaughn Staff Presenter
- **Unfinished Business**
- **New Business**
- **Correspondence**
- **Public Comment (3 minutes per person)**

Farmington Community Library Board of Trustees

Regular Meeting – 6:00 p.m.

May 11, 2023

-
- **Trustee Comment**
 - **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – April 13, 2023**

Board Members Present: McClellan, Murphy, Stryd, Brown, Hahn, White

Board Members Absent: None (Doby arrives late)

Staff Members Present: Siegrist, Showich-Gallup, Peterson, Wrench, Drozan

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:07 by President Ernie McClellan.

APPROVAL OF AGENDA

MOTION by Murphy to approve the Agenda for the April 13, 2023 Board meeting was supported by Stryd.

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 on March 9, 2023, was supported by Murphy.

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

Opposed: None

Motion passed.

TREASURER'S REPORT

MOTION by Brown that the Board of Trustees approve March expenditures totaling \$270,713.88 was supported by Stryd.

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

Opposed: None

Motion passed.

(Board member Doby arrives.)

MOTION by Brown to receive and file March 2023 financial reports was supported by White.

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

Opposed: None

Motion passed.

FRIENDS' REPORT (S. Charlebois)

- 2,600 letters sent out to lapsed members.
- Book sale, May 5-7.
- Friends Gala set for June 2, featuring Common Chord (Robert Jones and Matt Watroba).

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- FCL cannot obtain the bicycle-device chargers that were desired, so Bosch grant will now be used for 24-hour access lockers, if possible.
- Asian American Pacific Islander (AAPI) Heritage Celebration will be held May 6. New feature this year: sake tasting.
- Book and Author Fest will be a new feature of Art on the Grand this year (June 3). Local authors will set up on the Masonic Temple lawn.
- Food Truck Tuesdays begins April 25.
- **Facilities Update** (D. Wrench)
 - Large fire door construction is in progress. Door control will be tied in to main panel in lobby. Construction should be complete within 2-3 weeks.
 - Carpet for stairs to Children's at Twelve Mile is on order.

SUBCOMMITTEES

Strategic Planning (M.Stryd)

No update.

Personnel (M. Stryd)

The committee will meet before the end of April.

UNFINISHED BUSINESS

Automated Materials Handler

MOTION by Brown to approve the bid from Envisionware for \$210,148.75 to replace the automated materials handler was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Stryd to allocate \$20,000 to cover owner responsibilities in AMH replacement was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Brown to move \$115,075 from Capital Reserve Fund to the Equipment budget line was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

NEW BUSINESS

Annual Budget Hearing

Motion by Murphy to approve notice of June 8 Budget Hearing was supported by Stryd.

Vote: Aye: All in favor

Opposed: None

Motion passed.

CORRESPONDENCE

J. Furi, re: retirees' W-2 forms.

PUBLIC COMMENT

None

TRUSTEE COMMENT

Chris Doby appreciates work that Donald Wrench and others put in on AMH project. Board concurs.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:08 pm. The next meeting of the Library Board is scheduled for Thursday, May 11 at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

DRAFT

Bosch Grant Awarded

The library was awarded \$16,009 in support of the Seed Library and Udemy online platform.

MML Workers' Compensation Coverage

We received the renewal for the Workers' Compensation Insurance coverage. The total cost was \$13,609. We received a dividend credit of \$6,039, bringing the cost to FCL down to \$7,570.

Farmington/Farmington Hills Commission on Children, Youth, and Families Volunteer Award

Kristel Sexton nominated Christina Mui for her work in the AAPI community and help planning FCL's AAPI Celebration. The recognition ceremony was held on Monday, May 8 before the Farmington Hills City Council meeting.

Starbucks Pride Event

Maria was approached by the Starbucks in Downtown Farmington to participate in the Starbucks Pride Event. Starbucks will provide cup sleeves to the library and patrons can color/write fun pride messages on the sleeves. Starbucks will collect and place them on customer's cups.

DEI Training

Earlier this year we had Jocelyn Giangrande, a DEI Consultant, come in and speak to staff about bias – how we all have it and how to recognize it. This training kicked off our goal in our DEI initiative. Our next step was to establish a committee of staff members who will work with Jocelyn to ensure our culture and policies are inclusive and support diversity. Kristel Sexton is the leader of the committee. The committee was tentatively named the IDEA Taskforce.

Submitted by

Kelley Siegrist
Director

Director's Report May 2023

Patron Comments

Included in your Board packet.

Food Truck Tuesdays

This was such a successful event! Even with the cold, rain, and snow. We moved the vendor tables into the lobby and the food truck was in the circle drive. The truck was here from 12-2 PM and there was a line the whole time. Our next event is May 30 with Smoke Ring. Enjoy great food and learn about all the fantastic resources FCL and the community has to offer. We will have tables for: FCL Summer Reading Program, FCL Senior Outreach and Services, FCL Nonprofit and Business Resources, Oakland Talking Book Service, CARES, Farmington Hills Senior Services, Friends of the Farmington Community Library

National Library Week

April 23-29 was National Library Week. Our social committee planned a weeklong schedule of events including staff bingo, filling a bag of candy day, dress as your favorite literary character day, bagels on Friday, and we had a raffle for staff. In addition to these fun events, the Friends supplied sandwiches and a vegetable tray for staff.

Summer Reading Begins for All Ages June 3!

Summer Reading is an annual challenge for all ages at Farmington Community Library. Complete the reading challenge, finish special missions, meet your community at Library events, and collect points for a chance to win grand prizes!

Michigan Beer: A Heady History

Wednesday, May 24, 6:30 p.m.

FCL Farmington Hills: Auditorium

Join local author Patti Smith for her interactive presentation about Michigan beer! She will entertain with stories from local brewers and tell how early immigrants brought their distinctive beer styles from their home countries, how early local brewers made their mark in beer, and how the brewing industry consolidated after World War II. Along the way, participants will discover different styles of beer from ales to lagers and learn about the current state of local craft breweries.

First Grade Field Trips to the Library

All first graders will be making a visit to the libraries in May and June. Library card applications were sent home in advance.

Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321

FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300



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

May 8, 2023

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

Re: April 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	Vendor	Document no.	Amount Cleared
04/26/2023	10140--ADP, LLC		23,091.05 04/30/2023
04/21/2023	10140--ADP, LLC		3,724.88 04/30/2023
04/21/2023	10140--ADP, LLC		331.10 04/30/2023
04/12/2023	10140--ADP, LLC		22,760.24 04/30/2023
04/12/2023	10140--ADP, LLC		36.16 04/30/2023
04/26/2023	10126--Michigan Employers Retirement		22,662.46 04/30/2023
04/26/2023	10126--Michigan Employers Retirement		1,408.82 04/30/2023
04/26/2023	10126--Michigan Employers Retirement		1,403.69 04/30/2023
04/26/2023	10126--Michigan Employers Retirement		3,850.57 04/30/2023
04/26/2023	10126--Michigan Employers Retirement		3,727.73 04/30/2023
04/26/2023	10126--Michigan Employers Retirement		4,667.52 04/30/2023
04/12/2023	10126--Michigan Employers Retirement		4,615.95 04/30/2023
04/12/2023	10126--Michigan Employers Retirement		1,408.82 04/30/2023
04/12/2023	10126--Michigan Employers Retirement		1,406.88 04/30/2023
04/12/2023	10126--Michigan Employers Retirement		3,846.16 04/30/2023
04/12/2023	10126--Michigan Employers Retirement		3,732.81 04/30/2023
Total for Comerica - 4751			<u>102,674.84</u>

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

04/03/2023	10044--American Printing Services		352.00 In Transit
04/17/2023	10025--Danboise Mechanical Inc		804.78 In Transit
04/03/2023	10025--Danboise Mechanical Inc		1,511.19 In Transit
04/17/2023	10037--Dorothy Hinton		160.00 In Transit
04/17/2023	10002--Farmington Community Library		8,833.01 In Transit
04/03/2023	10002--Farmington Community Library		18,953.11 In Transit
04/17/2023	10026--FJ Lafontaine & Sons Landscaping		3,260.00 In Transit
04/03/2023	10040--Foster, Swift, Collins & Smith		117.50 In Transit
04/17/2023	10020--Gordon Food Service Inc		27.45 In Transit
04/03/2023	10464--International Minute Press		220.70 In Transit
04/17/2023	10337--JanWay Company USA Inc		168.77 In Transit
04/24/2023	10221--Jennifer Willard		149.64 In Transit
04/17/2023	10156--Kelley Siegrist		150.00 In Transit
04/03/2023	10050--Lakeshore Learning Materials		1,861.80 In Transit
04/17/2023	10160--Maria Showich-Gallup		38.10 In Transit
04/03/2023	10010--McCoy Maintenance Inc		400.00 In Transit
04/24/2023	10378--Merritt Cieslak Design		1,500.00 In Transit
04/24/2023	10315--MetroNet Consortium		9,316.55 In Transit
04/17/2023	10079--Midwest Tape Hoopla		10,007.98 In Transit
04/03/2023	10144--Mutual Of Omaha		1,643.52 In Transit
04/03/2023	10012--NBS		358.00 In Transit
04/03/2023	10516--North American Rescue, LLC		606.32 In Transit
04/24/2023	10082--OverDrive, Inc		42,750.00 In Transit
04/24/2023	10082--OverDrive, Inc		(42,750.00) In Transit
04/24/2023	10082--OverDrive, Inc		42,750.00 In Transit
04/03/2023	10082--OverDrive, Inc		8,430.44 In Transit
04/03/2023	10082--OverDrive, Inc		947.87 In Transit
04/24/2023	10201--Plante Moran		2,775.00 In Transit
04/03/2023	10201--Plante Moran		2,995.17 In Transit
04/03/2023	10031--Quill LLC		476.74 In Transit
04/03/2023	10042--Rowan & Littlefield Publishing Group		155.14 In Transit
04/17/2023	10132--Scholastic Inc.		10,375.77 In Transit
04/03/2023	10132--Scholastic Inc.		4,862.47 In Transit
04/24/2023	10215--SenSource		1,092.00 In Transit
04/17/2023	10032--The Friends Of The Library		100.66 In Transit
04/24/2023	10035--The Library Network		1,940.21 In Transit
04/17/2023	10023--Witt Mechanical, Inc		380.00 In Transit
Total for Bill.com Clearing			<u>137,721.89</u>

04/03/2023	10341--360 Event Productions	27179	25.00 In Transit
04/06/2023	10006--Bright House Networks		125.06 In Transit
04/17/2023	10063--City Of Farmington - Water		1,218.19 In Transit
04/14/2023	10330--Comerica Commerical Card Services		5,193.77 In Transit
04/14/2023	10009--Consumers Energy		3,910.74 In Transit
04/12/2023	10009--Consumers Energy		1,875.23 In Transit
04/20/2023	10005--DTE Energy		3,178.28 In Transit
04/20/2023	10005--DTE Energy		12,067.52 In Transit
04/13/2023	10147--EHIM		706.62 In Transit

**Farmington Community Library
Check register**

Date	Vendor	Document no.	Amount Cleared
04/13/2023	10147--EHIM		88.50 In Transit
04/05/2023	10525--High Tech Recycling	27182	100.00 In Transit
04/19/2023	10083--Pitney Bowes Global Financial Services Inc		1,000.00 In Transit
04/06/2023	10083--Pitney Bowes Global Financial Services Inc		1,000.00 In Transit
04/17/2023	10409--Rebecca Brown	27186	300.00 In Transit
04/16/2023	10523--RJ Spangler Trust	027184	100.00 In Transit
04/10/2023	10524--Small House Farm	27181	311.20 In Transit
04/12/2023	10014--T-Mobile		1,126.21 In Transit
			32,326.32

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$272,723.05

General Fund

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

	PERIOD ENDED 06/30/2022	PERIOD ENDED 04/30/2023	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000001 - General Checking - Comerica	337,467.59	577,905.61	240,438.02	71.24 %
000004 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
000007 - Payroll Checking - Comerica	287,683.00	272,170.73	(15,512.27)	(5.39) %
000011 - Millage Money Market - Comerica	5,553,236.99	7,718,911.17	2,165,674.18	38.99 %
Total Cash & Cash Equivalents	6,179,647.58	8,570,247.51	2,390,599.93	38.68 %
Other Assets				
000018 - Accounts Receivable	201,091.23	0.00	(201,091.23)	(100.00) %
000040 - Accounts Receivable - Metro Net	0.00	86,681.29	86,681.29	100.00 %
000042 - Accounts Receivable - Friends	52,330.24	60,092.47	7,762.23	14.83 %
000043 - Accounts Receivable - Interlibrary Loan	65.69	25.00	(40.69)	(61.94) %
000123 - Prepaid Expense	138,479.16	21,925.69	(116,553.47)	(84.16) %
Total Other Assets	391,966.32	168,724.45	(223,241.87)	(56.95) %
Total Assets	6,571,613.90	8,738,971.96	2,167,358.06	32.98 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
000202 - Accounts Payable	90,571.78	270,216.54	179,644.76	198.34 %
000203 - Manual Accounts Payable	21,536.85	0.00	(21,536.85)	(100.00) %
000209 - Friends of Library - Book Sale	0.00	1,157.25	1,157.25	100.00 %
000216 - Due to Other Governments	17,886.52	17,886.52	0.00	0.00 %
000257 - Accrued Payroll	88,025.87	0.00	(88,025.87)	(100.00) %
000258 - Section 125- Medical Reimbrsmt	316.41	0.00	(316.41)	(100.00) %
Total Current Liabilities	218,337.43	289,260.31	70,922.88	32.48 %
Long Term Liabilities				
000331 - Unemployment Liability	398,452.50	398,452.50	0.00	0.00 %
000339 - Unearned Revenues	52,330.24	26,358.46	(25,971.78)	(49.63) %
Total Long Term Liabilities	450,782.74	424,810.96	(25,971.78)	(5.76) %
Total Liabilities	669,120.17	714,071.27	44,951.10	6.71 %
Equity				
000390 - Fund Balance	5,054,919.00	5,902,493.73	847,574.73	16.76 %
Total Equity	5,054,919.00	5,902,493.73	847,574.73	16.76 %
Net Income Current Period	847,574.73	2,122,406.96	1,274,832.23	150.40 %
Total Liabilities and Equity	6,571,613.90	8,738,971.96	2,167,358.06	32.98 %

General Fund

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

	Year Ending 06/30/2022	Year Ending 06/30/2023		Year To Date 04/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
Revenue					
000404 - Summer Tax Revenue - Hills	3,489,180.01	3,690,852.00	3,690,852.00	3,633,408.31	98.44 %
000405 - Summer Tax Revenue - City	346,061.85	382,464.00	382,464.00	357,783.03	93.55 %
000406 - Winter Tax Revenue - Hills	2,016,734.06	2,161,003.00	2,161,003.00	2,104,747.99	97.40 %
000407 - Winter Tax Revenue - City	201,313.60	223,934.00	223,934.00	206,490.42	92.21 %
000410 - Delinquent Taxes	83,887.05	16,250.00	16,250.00	7,478.54	46.02 %
000450 - MI Special Assmt/replaced PPT	318,927.41	315,945.00	315,945.00	321,790.56	101.85 %
000539 - State Penal Fine Revenue	142,826.50	159,115.00	143,000.00	0.00	0.00 %
000540 - State Aid - Farmington Library	93,941.54	78,155.00	94,000.00	48,123.92	51.20 %
000541 - Grant Revenue	5,078.00	785.00	2,390.00	2,388.00	99.92 %
000602 - Auditorium Fees	9,820.00	15,000.00	15,000.00	11,020.69	73.47 %
000603 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	10,000.00	100.00 %
000642 - Copy Vending Machine Revenue	24,650.40	32,150.00	32,150.00	23,049.67	71.69 %
000643 - Snack Vending Machines Revenue	1,733.77	45.00	1,750.00	2,620.56	149.75 %
000644 - Paver Sales	1,200.00	125.00	400.00	436.00	109.00 %
000646 - Memorial & Gifts Revenue	12,640.84	11,700.00	11,700.00	5,397.80	46.14 %
000655 - Fines, Fees & Lost Book	5,750.64	6,400.00	6,400.00	4,673.53	73.02 %
000665 - Interest	3,693.49	3,700.00	58,700.00	102,102.15	173.94 %
000670 - Interest - Gift Fund only	5.03	30.00	0.00	0.00	0.00 %
000671 - Other Misc Revenue	20,295.36	26,280.00	26,280.00	11,691.42	44.49 %
000674 - Gifts From Friends of Library	149,171.59	80,000.00	80,000.00	96,107.69	120.13 %
Total Revenue	6,936,911.14	7,213,933.00	7,272,218.00	6,949,310.28	95.56 %
Expenses					
Payroll and Related Expenses					
000702 - Salaries & Wage Expense	2,259,287.80	2,881,608.00	2,881,608.00	1,969,636.40	68.35 %
000709 - Employers FICA expense	163,395.91	220,805.00	220,805.00	144,432.74	65.41 %
000723 - OPEB Expense	61,504.75	143,200.00	143,200.00	84,002.17	58.66 %
000724 - Retiree Health Ins	140,918.64	149,200.00	149,200.00	102,259.45	68.54 %
000725 - Dental, Optical, & Hearing	15,844.21	30,000.00	30,000.00	20,280.65	67.60 %
000726 - Hospitalization Insurance	262,691.05	327,900.00	327,900.00	270,707.66	82.56 %
000727 - Group Life - Mutual of Omaha	14,282.68	21,200.00	21,200.00	14,797.27	69.80 %
000728 - Retirement Fund - Employers	263,828.45	290,816.00	360,000.00	304,621.30	84.62 %
Total Payroll and Related Expenses	3,181,753.49	4,064,729.00	4,133,913.00	2,910,737.64	70.41 %
Other Expenses					
000750 - Office Supplies	12,669.09	20,000.00	15,000.00	8,800.21	58.67 %
000752 - Operating Supplies	23,254.60	24,450.00	24,450.00	11,967.00	48.94 %
000754 - Vending Equipment & Supplies	6,031.23	24,500.00	36,900.00	21,492.71	58.25 %
000791 - Newspapers & Periodicals	35,980.95	38,000.00	38,000.00	32,412.82	85.30 %
000801 - Professional Services	230,342.38	275,000.00	275,000.00	215,721.32	78.44 %

General Fund

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

	Year Ending 06/30/2022	Year Ending 06/30/2023		Year To Date 04/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
000802 - Friends - Credit Crd pass thru	0.00	0.00	0.00	(250.00)	0.00 %
000850 - Telephone	20,075.50	20,460.00	29,460.00	21,622.67	73.40 %
000851 - Postage	2,551.68	7,000.00	7,000.00	6,152.53	87.89 %
000860 - Transportation	3,008.72	1,090.00	5,000.00	1,068.68	21.37 %
000880 - Programming	7,030.92	15,000.00	65,000.00	37,459.36	57.63 %
000900 - Processing	36,491.80	52,000.00	37,000.00	8,395.78	22.69 %
000901 - Gift Fund Purchases	7,268.41	0.00	0.00	3,144.63	0.00 %
000902 - Friends Gift Purchases	90,779.67	80,000.00	80,000.00	78,579.56	98.22 %
000905 - Legacy Gift Fund Purchases	0.00	0.00	0.00	92.73	0.00 %
000911 - Training & Conferences	11,975.77	23,000.00	23,000.00	19,981.40	86.88 %
000915 - Memberships	6,955.19	18,100.00	10,100.00	5,865.29	58.07 %
000918 - Water	27,711.94	37,250.00	37,250.00	28,037.14	75.27 %
000920 - Electricity	191,833.79	188,000.00	188,000.00	149,168.15	79.34 %
000921 - Heat	27,008.46	26,000.00	26,000.00	34,239.92	131.69 %
000925 - Landscaping /Snow Removal	43,271.53	39,500.00	45,000.00	35,485.79	78.86 %
000930 - Maintenance/Repairs	35,264.73	47,000.00	47,000.00	39,840.59	84.77 %
000931 - Repairs & Maintenance Supplies	20,363.03	69,000.00	49,000.00	15,279.51	31.18 %
000934 - Maintenance Contracts	231,466.84	300,000.00	300,000.00	173,852.89	57.95 %
000935 - Insurance & Bonds	80,628.00	76,620.00	76,620.00	64,533.00	84.22 %
000949 - Technology Upgrades	29,404.50	155,000.00	155,000.00	15,974.33	10.31 %
000950 - E Library Cataloging (OCLC)	21,174.80	21,175.00	22,175.00	22,156.38	99.92 %
000955 - Miscellaneous	55,579.20	7,000.00	7,000.00	4,656.71	66.52 %
000957 - COVID-19	10,202.54	10,000.00	0.00	0.00	0.00 %
000970 - Capital Outlay Expense	0.00	0.00	115,100.00	105,074.38	91.29 %
000975 - Building & Improvements	229,173.43	320,000.00	320,000.00	224,598.59	70.19 %
000980 - Furniture/Furnishings	1,802.31	60,000.00	60,000.00	17,024.09	28.37 %
000981 - Vehicle	1,303.46	1,600.00	1,600.00	1,470.32	91.90 %
000982 - Books	239,059.45	278,000.00	278,000.00	186,804.04	67.20 %
000983 - eBooks	0.00	100,000.00	100,000.00	64,149.95	64.15 %
000984 - Software	27,989.85	75,000.00	45,455.00	24,369.43	53.61 %
000985 - Equipment	12,507.95	70,525.00	195,525.00	77,800.86	39.79 %
000986 - Computers	33,916.25	35,000.00	35,000.00	17,064.26	48.76 %
000987 - Integrated Library System	107,008.08	189,000.00	194,000.00	126,412.34	65.16 %
000988 - Audio Visual	34,284.60	55,000.00	55,000.00	27,200.70	49.46 %
000989 - Information Resources	238,306.67	219,400.00	261,600.00	181,554.89	69.40 %
000990 - Video/ DVD/ Movie Collection	58,381.08	68,450.00	68,450.00	35,125.35	51.32 %
000991 - TLN (formerly Metro Net)	24,738.52	36,500.00	36,500.00	11,860.38	32.49 %
000993 - Interest Expense	1,462.00	0.00	1,470.00	0.00	0.00 %
000994 - Principal Expense	11,738.00	0.00	11,750.00	0.00	0.00 %

General Fund

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

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2022	06/30/2023	06/30/2023	04/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Total Other Expenses	2,289,996.92	3,083,620.00	3,378,405.00	2,156,240.68	63.82 %
Total Expenses	5,471,750.41	7,148,349.00	7,512,318.00	5,066,978.32	67.45 %
Transfers					
000699 - Transfer in	0.00	0.00	240,100.00	240,075.00	99.99 %
000995 - Transfer out	(617,586.00)	(65,584.00)	0.00	0.00	0.00 %
Total Transfers	(617,586.00)	(65,584.00)	240,100.00	240,075.00	99.99 %
Total Revenue in Excess of Expenses	847,574.73	0.00	0.00	2,122,406.96	0.00 %

Endowment Fund

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

	PERIOD ENDED 06/30/2022	PERIOD ENDED 04/30/2023	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000017 - Library Endowment Fund	346,623.39	552,930.00	206,306.61	59.51 %
Total Cash & Cash Equivalents	<u>346,623.39</u>	<u>552,930.00</u>	<u>206,306.61</u>	<u>59.51 %</u>
Total Assets	<u>346,623.39</u>	<u>552,930.00</u>	<u>206,306.61</u>	<u>59.51 %</u>
Liabilities and Equity				
Equity				
000375 - Fund Balance - Restricted - Farmington Branch	100,000.00	100,000.00	0.00	0.00 %
000380 - Fund Balance - Committed - future endowments	252,745.48	246,623.39	(6,122.09)	(2.42) %
Total Equity	<u>352,745.48</u>	<u>346,623.39</u>	<u>(6,122.09)</u>	<u>(1.73) %</u>
Net Income Current Period	<u>(6,122.09)</u>	<u>206,306.61</u>	<u>212,428.70</u>	<u>(3,469.87) %</u>
Total Liabilities and Equity	<u>346,623.39</u>	<u>552,930.00</u>	<u>206,306.61</u>	<u>59.51 %</u>

Endowment Fund

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

	Year Ending 06/30/2022	Year To Date 04/30/2023
	END BALANCE	YTD BALANCE
Revenue		
000646 - Memorial & Gifts Revenue	0.00	199,831.33
000669 - Investment Gain Loss	(6,122.09)	6,475.28
Total Revenue	<u>(6,122.09)</u>	<u>206,306.61</u>
Total Revenue in Excess of Expenses	<u>(6,122.09)</u>	<u>206,306.61</u>

Capital Reserve Fund

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

	PERIOD ENDED 06/30/2022	PERIOD ENDED 04/30/2023	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000011 - Millage Money Market - Comerica	2,920,151.25	2,717,978.73	(202,172.52)	(6.92) %
Total Cash & Cash Equivalents	<u>2,920,151.25</u>	<u>2,717,978.73</u>	<u>(202,172.52)</u>	<u>(6.92) %</u>
Total Assets	<u>2,920,151.25</u>	<u>2,717,978.73</u>	<u>(202,172.52)</u>	<u>(6.92) %</u>
Liabilities and Equity				
Equity				
000390 - Fund Balance	2,301,369.79	2,920,151.25	618,781.46	26.88 %
Total Equity	<u>2,301,369.79</u>	<u>2,920,151.25</u>	<u>618,781.46</u>	<u>26.88 %</u>
Net Income Current Period	618,781.46	(202,172.52)	(820,953.98)	(132.67) %
Total Liabilities and Equity	<u>2,920,151.25</u>	<u>2,717,978.73</u>	<u>(202,172.52)</u>	<u>(6.92) %</u>

Capital Reserve Fund

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

	Year Ending 06/30/2022 END BALANCE	Year To Date 04/30/2023 YTD BALANCE
Revenue		
000665 - Interest	1,195.46	37,902.48
Total Revenue	<u>1,195.46</u>	<u>37,902.48</u>
Transfers		
000699 - Transfer in	617,586.00	0.00
000995 - Transfer out	0.00	(240,075.00)
Total Transfers	<u>617,586.00</u>	<u>(240,075.00)</u>
Total Revenue in Excess of Expenses	<u>618,781.46</u>	<u>(202,172.52)</u>

Farmington Community Library
Investment Report
Month Ending March 31, 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	10,929,386.18	2.57%	23,600.57	-	120,057.18	Money Market	000011
Fidelity Liberty Endowment	552,930.00	N/A	-	3,388.09	405.50	Investment	000017
	<u>11,482,316.18</u>				<u>120,462.68</u>		



How are we doing?

NAME: GERALD W MACDOWD

DATE: 4 20 13

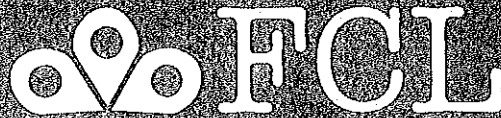
ADDRESS: MAXAN OAKLAND CITY: PAMUNTON HILL ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

NEWS PAPERS MAP W 2 FORMS - INCOME TAX

Turn over to leave a suggestion for Library staff.



Suggestion:

GOOD CUSTOMER SERVICE

PLEASANT HELPFULL

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: TERRY SALOMONSON

DATE: 4/21/23

ADDRESS: PO Box 347

CITY: HOWELL, MI ZIP: 48844

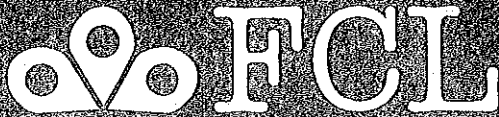
PHONE: _____

EMAIL: TERRYOTR@EARTHLINK.NET

What made your Library visit special?

JILL O ←

Turn over to leave a suggestion for Library staff.

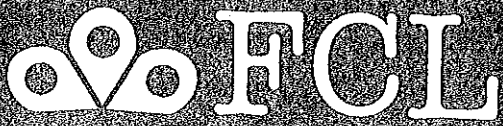


Suggestion:

VERY NICE, FANTASTIC HELP FROM JILL O.
W/HER A WEEK OFF WITH PAY NOT CHARGED
AGAINST HER VACATION TIME.

TERRY SALOMONSON

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: Sara Elliott

DATE: 4-16-23

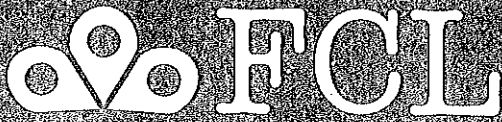
ADDRESS: 1371 Nicolet Pl CITY: Detroit ZIP: 48207

PHONE: 781-635-6291 EMAIL: spellioth@gmail.com

What made your Library visit special?

My 3 year old & I have been attending storytimes at different Metro Detroit libraries. They are all wonderful. But I will say that FHPL's storytime was a full preschool experience with reading, music, movement, and lots of art, sensory & play stations

Turn over to leave a suggestion for Library staff. for play time. Thank you



How are we doing?

NAME: Shirley Lande

DATE: 4-16-2023

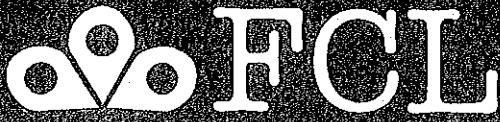
ADDRESS: 155 S. Highland St CITY: Dearborn ZIP: 48124

PHONE: 734 968-4428 EMAIL: sele5097@gmail.com

What made your Library visit special?

Thank you for your wonderful library & staff. Today, my husband & I thoroughly enjoyed the fantastic performance by R.J. Spandler Jazz group. Plus my husband & I love attending Matt Watroba's ~~monthly sing along~~ monthly sing along virtually.

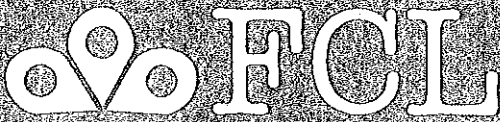
Turn over to leave a suggestion for Library staff.



Suggestion:

My Brother loves going to TAC, Every Thursday he is practically giddy to see his friends and learn cool things. However, He will be in 6th grade next year. It would be awesome if the grade limit was extended or a new TAC was created for older grades.

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:

EMMA - is the Best - hugs all day

A handwritten signature in black ink, appearing to be 'JEB'.

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:

Fill-y - Bird

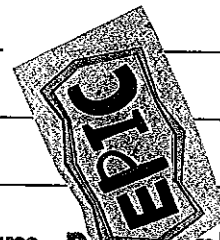
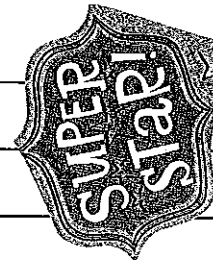
Hey all dogs
Dogs

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:

Way to go!



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!

VISION

Growing a vibrant, connected community

MISSION

We engage our diverse community through resources and experiences that celebrate ideas, inspire creativity, and enrich lives.



Create Community

We positively impact our community by providing a variety of library spaces, ensuring accessible services, and supporting collaboration and inclusion.

- GOAL 1**
Create functional, welcoming, and collaborative spaces to engage and explore.
- GOAL 2**
Provide barrier-free access to resources that support community members of all ages, backgrounds, and abilities.



Expand Connections

We are a vital community resource. We aim to broaden partnerships, increase awareness, and foster new connections that emphasize the value of our work.

- GOAL 1**
Explore and develop collaborations to raise awareness and impact of community resources.
- GOAL 2**
Every community member understands that the library is vital and valuable.
- GOAL 3**
Cultivate a sense of belonging for every community member at every stage of life.



Cultivate Curiosity

Library staff and Board members are integral to our success. We will encourage an internal culture of growth that influences how we learn from and serve the community.

- GOAL 1**
Nurture a responsive and innovative work culture that empowers staff members.
- GOAL 2**
Utilize community input and data to evolve resources and explore new possibilities.
- GOAL 3**
Ensure a sustainable future through prudent financial planning and intentional Board development.



Farmington Community Library

Strategic Plan

2023 – 2029

www.farmlib.org



One Library, Two Locations

FCL Farmington Hills: 32737 West 12 Mile Road

FCL Farmington: 23500 Liberty Street

WHY

The Farmington Community Library is a lifelong resource for the community. The library's committed staff, engaged patrons, and essential services create a welcoming and supportive community space. To align resources with the emerging priorities of the community, FCL has undergone a comprehensive strategic planning process with feedback from the community and stakeholders. By implementing a renewed strategic plan, FCL will focus efforts on creating community, expanding connections, and cultivating curiosity.

HOW

FCL initiated a strategic planning process in the Summer of 2022. Amanda E. Standerfer from East Forward Libraries LLC was engaged in August 2022 to facilitate the planning process in three phases: Learn, Dream, Do. The Learn phase entailed forming a Planning Team to guide the process, holding staff and Board of Trustee sessions, conducting a community survey, and leading focus groups. In the Dream phase, the Planning Team discussed possible future pathways for the library. This strategic plan will guide FCL through the Do phase, as the library executes its vision for the future.



PROCESS TIMELINE

SEPTEMBER 2022 - MARCH 2023

The Planning Team spent months learning about community needs and developing strategies to advance the library's mission over the next seven years.



VISION & MISSION



Vision

Growing a vibrant, connected community

Mission

We engage our diverse community through resources and experiences that celebrate ideas, inspire creativity, and enrich lives.



STRATEGIC DIRECTION 1

Create Community

We positively impact our community by providing a variety of library spaces, ensuring accessible services, and supporting collaboration and inclusion.

Goals

1. Create functional, welcoming, and collaborative spaces to engage and explore.
2. Provide barrier-free access to resources that support community members of all ages, backgrounds, and abilities.

Possible Outcomes

- People enjoy using the building
- High staff satisfaction
- Increased usage
- Space use is maximized
- Patrons find what they need
- Patrons feel supported
- Patrons think of the library first when they have a need



STRATEGIC DIRECTION 2

Expand Connections

We are a vital community resource. We aim to broaden partnerships, increase awareness, and foster new connections that emphasize the value of our work.

Goals

1. Explore and develop collaborations to raise awareness and impact of community resources.
2. Every community member understands that the library is vital and valuable.
3. Cultivate a sense of belonging for every community member at every stage of life.

Possible Outcomes

- Increased awareness
- Increases partnerships
- Increased usage
- Satisfaction with the library
- Patrons share stories of their connection to the community
- Patrons report their culture is reflected in the collection and programs



STRATEGIC DIRECTION 3

Cultivate Curiosity

Library staff and Board members are integral to our success. We will encourage an internal culture of growth that influences how we learn from and serve the community.

Goals

1. Nurture a responsive and innovative work culture that empowers staff members.
2. Utilize community input and data to evolve resources and explore new possibilities.
3. Ensure a sustainable future through prudent financial planning and intentional Board development.

Possible Outcomes

- Staff retention and high job satisfaction
- Patrons are satisfied with collections, services, technology, and programs
- Trustees feel equipped to make decisions
- Staff have data to make changes to collections, services, technology, and programs
- Successful millage
- Board satisfaction



NEXT STEPS

Implementation and Evaluation

Now that this plan has been adopted by the Farmington Community Library Board of Trustees, the staff will develop an activity plan to guide implementation. Implementation is a continual process. The timing of certain activities will be determined by priority and influenced by various factors, such as funding and other resource allocation. Review and adjustment of the activity plan will happen on a regular basis.

Evaluation of the plan will be ongoing once implementation is underway. The status of the plan and its implementation will be reported regularly to Trustees and stakeholders.

