



**Farmington Community Library
Board of Trustees Meeting
Thursday, July 11, 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.
July 11, 2024

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of June Minutes
- **Treasurers Report**
 - Approval of June operating bills 2024
 - Financial Reports
- **Friends of the Library**
- **Director's Report**
 - Facilities Manager Peter Weg MCD roofing replacement bidding project
- **Unfinished Business**
 - Facilities Committee
- **Sub-Committee Updates**
 - **Finance Committee**
 - **Personnel Committee**
- **New Business**
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

Farmington Community Library Board of Trustees
FY 2025 Budget Hearing
Board Meeting - 6:00 p.m. – June 13, 2024

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

Board Members Absent: Hahn

Staff Members Present: Siegrist, Baker, Peterson

Staff Members Absent: None

CALL TO ORDER

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

APPROVAL OF AGENDA

MOTION by Doby to approve the Agenda for the June 13, 2024 Board meeting was supported by Murphy.

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 May 9, 2024, was supported by Muthukuda.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FRIENDS' REPORT

- Gala successful, entertainment was good.
- There will be a book sale in July.
- The Friends Board seats are filled.

(K. Brown arrives)

TREASURER'S REPORT (K. Brown)

MOTION by Brown to approve April expenditures totaling \$537,837.94 was supported by White.

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

Opposed: None

Motion passed.

MOTION by Brown to receive and file May 2024 financial reports was supported by Doby.

Vote: Aye: All in favor

Opposed: None

Motion passed.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- Summer Reading Kickoff was a huge success - just 13 days in this year, there are just under 3,000 participants so far. Last year, there were 3,600 total.
- Twelve Mile will need to close for a day in August for water meter valve replacement. Date TBD.
- Training for staff is coming regarding serving neurodiverse patrons.
- Pickup lockers are coming.
- Learning-to-code programs are starting July 1. They can be done online. They use a “gamified” approach.

UNFINISHED BUSINESS

Outdoor Signage

No motion. Facilities committee, once formed, will study outdoor sign.

Millage Proposal

MOTION by Snodgrass to adopt resolution for submitting millage proposal (renewal of .9264 mill, lasting 20 years, to be voted upon on November 5, 2024) to Oakland County Clerk was supported by Brown.

Vote: (Roll call) Aye: McClellan, Brown, White, Muthukuda, Snodgrass, Murphy, Doby

Opposed: None

Absent: Hahn

Motion passed.

SUBCOMMITTEE UPDATES

Personnel - no report

Master Plan - no report

Finance (K. Brown)

- Report of interest earned through MI CLASS will be included in monthly financial reports.

NEW BUSINESS

2023-2024 Budget Amendment

MOTION by Brown to adjust revenues and expenditures by \$53,035 so that final 2023-2024 budget totals \$8,087,545 was supported by Muthukuda.

Vote: Aye: All in favor

Opposed: None

Motion passed.

2024-2025 Budget Approval

MOTION by Brown to approve 2024-2025 budget of \$8,361,576 was supported by Snodgrass.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Officer Elections

President - E. McClellan nominated, wins by acclamation.

Vice President - D. Muthukuda nominated, wins by acclamation.

Treasurer - K. Brown nominated, wins by acclamation.

Secretary - J. White nominated, wins handily because no one else wants to do minutes.

CORRESPONDENCE

None

PUBLIC COMMENT

S. Charlesbois will be attending the American Library Association conference in San Diego.

TRUSTEE COMMENT

None

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:13. The next meeting of the Library Board is scheduled for Thursday, July 11, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

DRAFT



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

July 8, 2024

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

Re: June 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
Bank: Comerica			
06/01/2024	10519--United Rent-All	27221	2,270.00 06/30/2024
06/03/2024	10014--T-Mobile		1,114.48 06/30/2024
06/05/2024	10589--Paylocity		26,023.33 06/30/2024
06/05/2024	10126--Michigan Employers Retirement		5,940.21 06/30/2024
06/05/2024	10126--Michigan Employers Retirement		1,265.57 06/30/2024
06/05/2024	10126--Michigan Employers Retirement		1,847.20 06/30/2024
06/05/2024	10126--Michigan Employers Retirement		4,510.89 06/30/2024
06/05/2024	10126--Michigan Employers Retirement		5,516.78 06/30/2024
06/07/2024	10009--Consumers Energy		208.57 06/30/2024
06/07/2024	10584--Spectrum Enterprise		125.06 06/30/2024
06/10/2024	10083--Pitney Bowes Global Financial Services Inc		182.58 06/30/2024
06/10/2024	10144--Mutual Of Omaha		1,810.79 06/30/2024
06/11/2024	10009--Consumers Energy		1,151.51 06/30/2024
06/12/2024	10147--EHIM		1,162.22 06/30/2024
06/12/2024	10147--EHIM		113.10 06/30/2024
06/14/2024	10330--Comerica Commerical Card Services		3,036.07 06/30/2024
06/14/2024	10019--Clear Rate Communications		372.50 06/30/2024
06/19/2024	10126--Michigan Employers Retirement		4,531.58 06/30/2024
06/19/2024	10126--Michigan Employers Retirement		1,611.21 06/30/2024
06/19/2024	10126--Michigan Employers Retirement		1,265.58 06/30/2024
06/19/2024	10126--Michigan Employers Retirement		1,874.17 06/30/2024
06/19/2024	10126--Michigan Employers Retirement		5,580.95 06/30/2024
06/19/2024	10126--Michigan Employers Retirement		17,769.42 06/30/2024
06/19/2024	10589--Paylocity		50.25 06/30/2024
06/19/2024	10589--Paylocity		27,188.78 06/30/2024
06/20/2024	10015--Toshiba America Business Solutions		2,223.47 06/30/2024
06/20/2024	10005--DTE Energy		4,013.98 06/30/2024
06/20/2024	10005--DTE Energy		15,630.31 06/30/2024
06/21/2024	10589--Paylocity		1,472.37 06/30/2024
06/21/2024	10144--Mutual Of Omaha		1,810.79 06/30/2024
06/21/2024	10411--Kaeser & Blair Incorporated		4,548.75 06/30/2024
06/25/2024	10003--AT&T		792.05 06/30/2024
06/28/2024	10021--Home Depot Credit Services		158.39 06/30/2024
06/28/2024	10083--Pitney Bowes Global Financial Services Inc		1,000.00 06/30/2024
Total for Comerica			148,172.91

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

06/10/2024	10002--Farmington Community Library		12,134.57 In Transit
06/10/2024	10023--Witt Mechanical, Inc		3,808.00 In Transit
06/10/2024	10553--Thomas Kline/Crimson Multimedia		124.66 In Transit
06/10/2024	10201--Plante Moran		4,969.85 In Transit
06/10/2024	10041--Naeir		66.75 In Transit
06/10/2024	10233--Megan Drozan		38.83 In Transit
06/10/2024	10587--Matick Construction		1,500.00 In Transit
06/10/2024	10121--Library Ideas		1,179.00 In Transit
06/10/2024	10221--Jennifer Willard		800.00 In Transit
06/10/2024	10612--Herb Society of America		100.00 In Transit
06/10/2024	10068--Gallagher Fire Equipment		405.00 In Transit
06/10/2024	10040--Foster, Swift, Collins & Smith		1,190.50 In Transit
06/10/2024	10024--City of Farmington Hills		86.79 In Transit
06/10/2024	10186--Cengage Learning Inc / Gale		1,800.00 In Transit
06/10/2024	10467--C & G Newspapers		756.00 In Transit
06/10/2024	10082--OverDrive, Inc		1,795.01 In Transit
06/10/2024	10011--Midwest Tape		2,463.63 In Transit
06/10/2024	10000--Baker & Taylor Inc		3,603.11 In Transit
06/10/2024	10502--Amazon Capital Services		1,479.64 In Transit
06/14/2024	10029--Unique		246.25 In Transit
06/14/2024	10614--STEM Supplies		226.83 In Transit
06/14/2024	10187--Network Services Company		1,431.64 In Transit
06/14/2024	10498--Muniweb		195.00 In Transit
06/14/2024	10079--Midwest Tape Hoopla		12,621.71 In Transit
06/14/2024	10010--McCoy Maintenance Inc		9,919.24 In Transit
06/14/2024	10615--Lyngsoe Systems		17,232.50 In Transit
06/14/2024	10040--Foster, Swift, Collins & Smith		416.50 In Transit
06/14/2024	10618--Detroit Association of the Deaf		20.00 In Transit
06/14/2024	10033--Demco Inc.		784.32 In Transit
06/14/2024	10594--Danboise Mechanical		670.00 In Transit
06/14/2024	10011--Midwest Tape		2,783.44 In Transit

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
06/14/2024	10004--Ingram Library Services		695.44 In Transit
06/14/2024	10020--Gordon Food Service Inc		345.79 In Transit
06/14/2024	10000--Baker & Taylor Inc		3,122.77 In Transit
06/20/2024	10002--Farmington Community Library		5,433.05 In Transit
06/20/2024	10228--Waug's Electric Service, Inc.		1,600.00 In Transit
06/20/2024	10035--The Library Network		3,844.38 In Transit
06/20/2024	10616--Quilted Wishes		200.00 In Transit
06/20/2024	10160--Maria Showich-Gallup		58.29 In Transit
06/20/2024	10507--Kona Ice		2,038.50 In Transit
06/20/2024	10617--Kevin S Devine		500.00 In Transit
06/20/2024	10533--Jamie Purdue		268.41 In Transit
06/20/2024	10027--Great Lakes Ace Hardware		10.44 In Transit
06/20/2024	10504--Ernestine Worford		150.00 In Transit
06/20/2024	10089--Contemporary Industries		225.00 In Transit
06/20/2024	10186--Cengage Learning Inc / Gale		15,152.31 In Transit
06/20/2024	10141--Benistar/UA-6803		4,852.31 In Transit
06/20/2024	10505--Anthony Lucas		300.00 In Transit
06/20/2024	10082--OverDrive, Inc		6,731.32 In Transit
06/20/2024	10121--Library Ideas		1,846.32 In Transit
06/20/2024	10004--Ingram Library Services		68.25 In Transit
06/20/2024	10026--FJ Lafontaine & Sons Landscaping		1,045.00 In Transit
06/20/2024	10000--Baker & Taylor Inc		1,444.92 In Transit
06/20/2024	10417--Anna Hay		373.80 In Transit
06/24/2024	10208--Kamron Reynolds		165.00 In Transit
06/28/2024	10012--NBS		580.00 In Transit
06/28/2024	10222--Nature Discovery		600.00 In Transit
06/28/2024	10219--MidWest Collaborative for Library Services		250.00 In Transit
06/28/2024	10165--Michigan.com		596.95 In Transit
06/28/2024	10160--Maria Showich-Gallup		111.00 In Transit
06/28/2024	10619--Lori Fithian		450.00 In Transit
06/28/2024	10221--Jennifer Willard		195.77 In Transit
06/28/2024	10415--Howell Nature Center		343.08 In Transit
06/28/2024	10620--Empathy Studios LLC		1,349.00 In Transit
06/28/2024	10033--Demco Inc.		1,836.40 In Transit
06/28/2024	10621--Cover One		1,074.60 In Transit
06/28/2024	10237--CFRA		230.00 In Transit
06/28/2024	10143--Blue Care Network		30,646.62 In Transit
06/28/2024	10454--Allied Building Services of Detroit, Inc.		224.00 In Transit
06/28/2024	10011--Midwest Tape		335.87 In Transit
06/28/2024	10000--Baker & Taylor Inc		3,044.92 In Transit
06/28/2024	10502--Amazon Capital Services		820.00 In Transit
	Total for Bill.com Clearing		<u>178,008.28</u>

Motion Required:

I move that the Board approve the expenditures as presented
GRAND TOTAL: \$326,181.19

General Fund

Farmington Community Library
Comparative Balance Sheet
As of June 30, 2024

	PERIOD ENDED		CHANGE	% CHANGE
	06/30/2023	06/30/2024		
Assets				
Cash & Cash Equivalents				
001000 - General Checking - Comerica	488,077.20	807,478.57	319,401.37	65.44 %
004000 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
007000 - Payroll Checking - Comerica	190,885.33	0.00	(190,885.33)	(100.00) %
011000 - Millage Money Market Comerica	6,929,824.20	3,298,524.04	(3,631,300.16)	(52.40) %
017001 - MI Class - Millage	0.00	4,053,968.79	4,053,968.79	100.00 %
Total Cash & Cash Equivalents	7,610,046.73	8,161,231.40	551,184.67	7.24 %
Other Assets				
018000 - Accounts Receivable	182,349.50	0.00	(182,349.50)	(100.00) %
040000 - Accounts Receivable - Metro Net	4,166.74	6,000.00	1,833.26	43.99 %
042000 - Accounts Receivable - Friends	60,091.16	47,222.91	(12,868.25)	(21.41) %
043000 - Accounts Receivable - Interlibrary Loan	0.00	92.72	92.72	100.00 %
123000 - Prepaid Expense	147,740.65	248,678.93	100,938.28	68.32 %
Total Other Assets	394,348.05	301,994.56	(92,353.49)	(23.41) %
Total Assets	8,004,394.78	8,463,225.96	458,831.18	5.73 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
202000 - Accounts Payable	299,443.14	64,293.34	(235,149.80)	(78.52) %
202100 - Manual Accounts Payable	33,159.35	0.00	(33,159.35)	(100.00) %
209000 Friends of the Library - Book Sale	0.00	4,077.37	4,077.37	100.00 %
230000 - Due to Other Governments	27,512.75	27,512.75	0.00	0.00 %
257000 - Accrued Payroll	91,845.03	0.00	(91,845.03)	(100.00) %
258000 - Section 125 - Medical Reimbursement	552.78	1,176.58	623.80	112.84 %
Total Current Liabilities	452,513.05	97,060.04	(355,453.01)	(78.55) %
Long Term Liabilities				
331000 - Unemployment Liability	398,452.50	398,452.50	0.00	0.00 %
339000 - Unearned Revenues	60,091.16	1,405.44	(58,685.72)	(97.66) %
Long Term Liabilities	458,543.66	399,857.94	(58,685.72)	(12.79) %
Total Liabilities	911,056.71	496,917.98	(414,138.73)	(45.45) %
Equity				
390000 - Fund Balance	5,902,493.73	7,093,338.07	1,190,844.34	20.17 %
Total Equity	5,902,493.73	7,093,338.07	1,190,844.34	20.17 %
Net Income BS	1,190,844.34	872,969.91	(317,874.43)	(26.69) %
Total Liabilities and Equity	8,004,394.78	8,463,225.96	458,831.18	5.73 %

General Fund

Farmington Community Library
 Revenue and Expenditure Report
 As of June 30, 2024

	Year Ending 06/30/2023	Year Ending 06/30/2024	Year Ending 06/30/2024	Year To Date 06/30/2024	% BUDGET
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
404000 - Summer Tax Revenue - Hills	3,634,847.49	3,933,572.00	3,933,572.00	3,871,185.81	98.41 %
405000 - Summer Tax Revenue - City	359,942.66	382,464.00	382,464.00	380,088.67	99.38 %
406000 - Winter Tax Revenue - Hills	2,105,590.64	2,303,116.00	2,303,116.00	2,229,039.14	96.78 %
407000 - Winter Tax Revenue - City	212,093.98	238,168.00	238,168.00	221,269.54	92.90 %
411000 - Delinquent Taxes	95,602.96	16,250.00	108,500.00	108,497.91	100.00 %
451000 - Local Community Stabilization Share	321,800.47	321,900.00	323,300.00	323,298.63	100.00 %
540000 - State Aid - Farmington Library	96,928.02	94,000.00	94,000.00	48,123.92	51.20 %
541000 - Grant Revenue	2,888.00	2,890.00	22,605.00	22,604.27	100.00 %
542000 - State Penal Fire Revenue	128,211.78	143,000.00	128,000.00	0.00	0.00 %
602000 - Auditorium Fees	13,296.65	15,000.00	15,000.00	13,913.38	92.76 %
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	28,131.85	87.50 %
643000 - Snack Vending Machine Revenue	4,819.74	3,670.00	3,670.00	1,804.29	49.16 %
644000 - Paver Sales	471.00	450.00	150.00	148.00	98.67 %
646000 - Memorial & Gifts Revenue	6,385.00	11,700.00	11,700.00	11,774.54	100.64 %
658000 - Fines, Fees & Lost Book	5,573.95	6,400.00	7,800.00	7,613.28	97.61 %
665000 - Interest	134,530.18	132,100.00	264,100.00	251,249.29	95.13 %
674000 - Gifts From Friends of Library	105,111.59	122,470.00	172,470.00	158,653.15	91.99 %
684000 - Other Misc Revenue	4,239.83	26,280.00	36,780.00	33,398.74	90.81 %
Total Revenue	7,270,018.26	7,795,580.00	8,087,545.00	7,720,794.41	95.47 %
Expenses					
Payroll					
702000 - Salaries & Wage Expense	2,430,226.89	3,250,600.00	2,950,600.00	2,656,600.37	90.04 %
709000 - Employers FICA Expense	178,071.03	249,400.00	225,720.00	194,667.96	86.24 %
716000 - OPEB Expense	98,813.65	139,000.00	111,000.00	110,373.00	99.44 %
717000 - Retiree Health Ins	110,475.44	69,800.00	69,800.00	65,803.58	94.27 %
718000 - Dental, Optical & Hearing	24,139.74	30,000.00	30,000.00	26,860.90	89.54 %
719000 - Hospitalization Insurance	292,870.88	376,900.00	331,900.00	328,813.90	99.07 %
720000 - Group Life - Mutual of Omaha	16,108.09	24,200.00	19,200.00	18,185.68	94.72 %
721000 - Retirement Fund - Employers	364,146.09	299,620.00	321,215.00	316,171.96	98.43 %
Total Payroll	3,514,851.81	4,439,520.00	4,059,435.00	3,717,477.35	91.58 %
Operating Expenses					
750000 - Office Supplies	12,252.14	15,000.00	15,000.00	10,206.18	68.04 %
752000 - Operating Supplies	16,360.06	24,450.00	24,450.00	18,127.03	74.14 %
754000 - Vending Equipment & Supplies	10,359.58	36,900.00	36,900.00	24,691.81	66.92 %
791000 - Newspapers & Periodicals	25,908.13	38,000.00	41,000.00	35,812.54	87.35 %
801000 - Professional Services	261,702.19	275,000.00	320,000.00	227,939.36	71.23 %

Farmington Community Library
 Revenue and Expenditure Report
 As of June 30, 2024

	Year Ending 06/30/2023	Year Ending 06/30/2024	Year To Date 06/30/2024	% BUDGET	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
810000 - Bank Fee	0.00	0.00	15,085.00	14,700.03	97.45 %
817000 - Insurance & Bonds	64,533.00	76,620.00	76,620.00	74,459.00	97.18 %
818000 - E Library Cataloging (OCLC)	22,156.38	22,175.00	23,175.00	23,098.03	99.67 %
820000 - Gift Fund Purchases	5,910.43	4,000.00	4,000.00	2,688.70	67.22 %
821000 - Friends Gift Purchases	114,292.76	130,000.00	178,000.00	127,652.68	71.71 %
821500 - Friends - Bosch Grant	0.00	0.00	2,000.00	1,387.68	69.38 %
825000 - Legacy Gift Fund Purchases	122.71	250.00	250.00	0.00	0.00 %
830000 - Training & Conferences	16,935.04	24,500.00	32,600.00	24,553.08	75.32 %
831500 - Memberships	6,373.29	10,100.00	11,850.00	8,370.00	70.63 %
850000 - Telephone	22,877.79	21,000.00	21,000.00	15,591.16	74.24 %
851000 - Postage	4,794.01	7,250.00	8,100.00	7,808.13	96.40 %
860000 - Transportation	1,698.62	5,000.00	5,000.00	2,507.43	50.15 %
881000 - Publicity	0.00	55,000.00	55,000.00	39,540.03	71.89 %
880000 - Programming	40,540.36	20,000.00	16,000.00	7,420.78	46.38 %
900000 - Processing	8,632.10	37,000.00	10,000.00	6,129.03	61.29 %
920000 - Electricity	201,585.97	188,000.00	213,000.00	191,276.90	89.80 %
921000 - Heat	41,329.48	44,000.00	44,000.00	18,272.34	41.53 %
922000 - Water	35,279.36	37,250.00	37,250.00	15,539.43	41.72 %
930000 - Maintenance/Repairs	51,919.88	52,000.00	60,000.00	40,018.98	66.70 %
931000 - Repairs & Maintenance Supplies	22,589.18	39,000.00	39,000.00	23,768.17	60.94 %
934000 - Maintenance Contracts	232,133.88	250,000.00	283,500.00	283,282.60	99.92 %
935000 - Landscaping / Snow Removal	42,765.78	45,000.00	45,000.00	34,695.49	77.10 %
955000 - Miscellaneous	5,240.20	7,000.00	8,080.00	8,074.38	99.93 %
970000 - Capital Outlay	105,074.38	215,000.00	190,000.00	132,462.39	69.72 %
975000 - Building & Improvements	380,115.59	350,000.00	70,000.00	26,982.35	38.55 %
980000 - Furniture/Furnishings	23,803.22	60,000.00	16,230.00	4,983.06	30.70 %
981000 - Vehicle	1,813.77	1,850.00	1,850.00	1,403.21	75.85 %
982000 - Books	260,680.27	278,000.00	303,000.00	250,601.81	82.71 %
983000 - eBooks	84,551.13	100,000.00	107,000.00	91,899.77	85.89 %
984000 - Software	39,121.70	52,455.00	52,455.00	40,329.53	76.88 %
984500 - Technology Upgrades	22,953.33	155,000.00	155,000.00	111,173.35	71.72 %
985000 - Equipment	125,418.52	75,000.00	75,000.00	35,116.96	46.82 %
986000 - Computers	25,093.04	35,000.00	35,000.00	22,385.65	63.96 %
987000 - Integrated Library Systems	58,448.13	194,000.00	182,340.00	103,128.86	56.56 %
988000 - Audio Visual	35,898.03	53,700.00	53,700.00	31,443.21	58.55 %
989000 - Information Resources	196,447.85	241,600.00	241,600.00	218,358.64	90.38 %
989100 - Video / DVD / Movie Collection	46,971.24	68,450.00	68,450.00	39,428.26	57.60 %

**Farmington Community Library
Revenue and Expenditure Report
As of June 30, 2024**

	Year Ending 06/30/2023	Year Ending 06/30/2024	Year To Date 06/30/2024	% BUDGET	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
989200 - TLN (Formerly Metro Net)	13,800.59	36,500.00	26,500.00	14,914.13	56.28 %
991000 - Principal Expense	12,077.00	12,000.00	15,000.00	0.00	0.00 %
993000 - Interest Expense	4,653.00	0.00	6,000.00	0.00	0.00 %
991100 - Principal Expense - IT Subscriptions	77,669.00	0.00	85,000.00	0.00	0.00 %
Total Operating Expenses	2,782,882.11	3,393,050.00	3,309,985.00	2,412,222.15	72.88 %
Total Expenses	6,297,733.92	7,832,570.00	7,369,420.00	6,129,699.50	83.18 %
Transfers					
699000 - Transfer In	240,075.00	215,000.00	0.00	0.00	0.00 %
995000 - Transfer Out	21,515.00	126,010.00	718,125.00	718,125.00	100.00 %
Total Transfers	218,560.00	88,990.00	(718,125.00)	(718,125.00)	100.00 %
Total Revenue in Excess of Expenses	1,190,844.34	52,000.00	0.00	872,969.91	0.00 %

Farmington Community Library
Comparative Balance Sheet
As of June 30, 2024

	PERIOD ENDED 06/30/2023	PERIOD ENDED 06/30/2024	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
017000 - Library Endowment Fund	557,892.28	0.03	(557,892.25)	(99.99) %
017002 - MI Class - Endowment	0.00	483,773.28	483,773.28	100.00 %
017003 - MI Class - Endowment Restricted	0.00	101,304.37	101,304.37	100.00 %
Total Cash & Cash Equivalents	<u>557,892.28</u>	<u>585,077.68</u>	<u>27,185.40</u>	<u>4.87 %</u>
Total Assets	<u>557,892.28</u>	<u>585,077.68</u>	<u>27,185.40</u>	<u>4.87 %</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	246,623.39	457,892.28	211,268.89	85.66 %
Total Equity	<u>346,623.39</u>	<u>557,892.28</u>	<u>211,268.89</u>	<u>60.95 %</u>
Net Income BS	<u>211,268.89</u>	<u>27,185.40</u>	<u>(184,083.49)</u>	<u>(87.13) %</u>
Total Liabilities and Equity	<u>557,892.28</u>	<u>585,077.68</u>	<u>27,185.40</u>	<u>4.87 %</u>

Farmington Community Library
 Revenue and Expenditure Report
 As of June 30, 2024

Revenue
 646000 - Memorial & Gifts Revenue
 665000 - Interest
 669000 - Investment Gain Loss
 Total Revenue
 Total Revenue in Excess of Expenses

	Year Ending 06/30/2023	Year To Date 06/30/2024
	END BALANCE	YTD BALANCE
199,831.33	199,831.33	0.00
0.00	0.00	7,843.12
11,437.56	11,437.56	19,342.28
211,268.89	211,268.89	27,185.40
211,268.89	211,268.89	27,185.40

Capital Reserve Fund

Farmington Community Library
 Comparative Balance Sheet
 As of June 30, 2024

	PERIOD ENDED 06/30/2023	PERIOD ENDED 06/30/2024	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
011000 - Millage Money Market Comerica	2,751,848.52	3,545,915.80	794,067.28	28.85 %
Total Cash & Cash Equivalents	<u>2,751,848.52</u>	<u>3,545,915.80</u>	<u>794,067.28</u>	<u>28.85 %</u>
Total Assets	<u>2,751,848.52</u>	<u>3,545,915.80</u>	<u>794,067.28</u>	<u>28.85 %</u>
Liabilities and Equity				
Equity				
390000 - Fund Balance	2,920,151.25	2,751,848.52	(168,302.73)	(5.76) %
Total Equity	<u>2,920,151.25</u>	<u>2,751,848.52</u>	<u>(168,302.73)</u>	<u>(5.76) %</u>
Net Income BS	(168,302.73)	794,067.28	962,370.01	(571.80) %
Total Liabilities and Equity	<u>2,751,848.52</u>	<u>3,545,915.80</u>	<u>794,067.28</u>	<u>28.85 %</u>

Capital Reserve Fund

Farmington Community Library
 Revenue and Expenditure Report
 As of June 30, 2024

	Year Ending 06/30/2023	Year To Date 06/30/2024
	END BALANCE	YTD BALANCE
Revenue		
665000 - Interest	50,257.27	75,942.28
Total Revenue	<u>50,257.27</u>	<u>75,942.28</u>
Transfers		
699000 - Transfer In	21,515.00	718,125.00
995000 - Transfer Out	240,075.00	0.00
Total Transfers	<u>(218,560.00)</u>	<u>718,125.00</u>
Total Revenue in Excess of Expenses	<u>(168,302.73)</u>	<u>794,067.28</u>

Farmington Community Library
Investment Report
Month Ending June 30, 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
					Investment	Investment		
Comerica Millage Money Market	6,844,439.84	2.72%	15,789.34	-	130,017.88	Money Market	017000	
Fidelity Liberty Endowment	-	N/A	-	-	5,539.79	Investment	017000	
MI Class - Millage	4,053,968.79	5.39%	17,866.15	-	53,968.79	Investment	017001	
MI Class - Endowment Unrestricted	483,773.28	5.39%	2,132.04	-	6,312.96	Investment	017002	
MI Class - Endowment Restricted	101,304.37	5.39%	446.43	-	1,304.37	Investment	017003	
	<u>11,483,486.28</u>				<u>197,143.79</u>			

Director's Report July 2024

Patron Comments

Included in your Board packet.

Food Truck Tuesdays

Our next event is July 16 with the Detroit BBQ Food Truck from 12 – 2 PM. You won't want to miss this one! Enjoy great food and mingle with the community.

FCL Town Hall

The next Town Hall will be Wednesday, August 21 at 6:30 PM at the Farmington location. This presentation will be recorded and will live on the Library's millage information page.

Summer Reading Program Finales

Children's

Monday, July 29, 6:30 – 8:30 PM Farmington Hills parking lot

Summer Reading ends with a bang in the Farmington Hills location parking lot. Join us and enjoy a treat, magic show, and more.

Teen

Friday, August 2, 6:30 – 8:30 PM Farmington Hills

Teens who log at least 10 hours of reading are eligible to join Miss Jennie and Miss Rebecca for a fantastic after-hours, teens-only, sci-fi themed finale party! There will be pizza, a scavenger hunt, and trivia.

Programs of Interest

Digital Literacy (Adults) FCL Farmington Hills Computer Lab

Monday, July 8, 7:00 – 8:00 PM

Join us for this Hands-On Digital Literacy program and learn the ins-and-outs of what makes up a web browser. We'll get familiar with typing in URLs, managing tabs, saving bookmarks, and learn some tricks along the way!

Lightsaber Battle (Tweens 6th–12th grade) FCL Farmington Hills Auditorium

Wednesday, July 10, 6:30 – 8:20 PM

Stunt fighters from Ring of Steel will demonstrate their Star Wars fight skills, then they'll help you through your own stunt fight scene.

LOC Family Financial Fair (Kids) FCL Farmington Meeting Room

Wednesday, July 17, 6:30 – 8:30 PM

Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321
FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300

LOC Credit Union has put together a financial education “fair” to provide kids with a fun learning experience. Explore ways to budget, save, and spend money by playing a variety of entertaining games and activities.

Audit

Work on the audit will begin on August 26. Some members of the Board will also be required to fill out paperwork, watch for those requests.

Michigan Native Plants Pollinator Garden

In June we were approached by the leader of a local Girl Scout group about collaborating on a pollinator garden at our 12 Mile Branch. Jill Baker and Peter Wegrzynowicz have been working on this project with the scouts. The garden is a wooden raised bed on the east side of the building outside the computer lab windows next to the sidewalk and features plants native to Michigan. We plan to request funding from the Friends of the Library to install educational signage.

No Sandra Bullock Appearance at the Library

We had a patron reserve the auditorium at Twelve Mile to hold a Meet and Greet with Sandra Bullock. Postcards were created for the event by this person and dropped off at the Library as publicity. After contacting Ms. Bullocks’ publicist and further discussion with the patron, we have learned that the event has been canceled and Sandra Bullock will not be appearing at the library for a Meet and Greet.

Farmington Founders Festival Parade

The Library will be walking in the festival parade on Saturday, July 21. Farmington Through the Decades is the theme. The Library has chosen the 1950’s as that was the year FCL became the first district library in Michigan. The parade starts at 10:00 AM, participants generally need to be in place by 9:00 AM. If you would like to join us, please let us know and we will share specific details as we get them.

Submitted by,

Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321
FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300



Kelley Siegrist
Library Director

Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321
FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300



June 21, 2024

Kelley Siegrist, Director

Farmington Community Library
32737 West Twelve Mile Road
Farmington Hills, MI 48167

Dear Director Siegrist,

Pursuant to our recent correspondence regarding partial roofing replacement at the main branch of the Farmington Community Library (FCL), we are pleased to offer the following services for bidding and administering the project.

I. Scope of Work

Based on the report prepared by Royal Roofing Company, Inc. (RRC) and bearing an inspection date of December 4, 2023, MCD will provide the following services:

- A. MCD will inspect the roof to review each area outlined in the RRC report to corroborate its findings.
- B. MCD will develop drawings and specifications for the appropriate replacement roofing systems to include demolition of the existing materials and new roofing and all related installation materials, flashings, copings, etc.
- C. MCD will meet with the Director to review the final bid documents and coordinate a list of at least three potential bidders to provide competitive bids for the proposed work.
- D. MCD will open the bids with the Director, review the bids and make recommendations to the Director as to which Contractor to enter into a contract with
- E. MCD will review shop drawings as provided by the Contractor for the proposed materials and systems to be used.
- F. MCD will make site visits to review the status of the work performed.

G. MCD will review applications for payment submitted by the Contractor.

H. MCD will review the final work for conformance with the construction documents, review final warranties, and review the final application for payment.

II. Existing Conditions

MCD will utilize existing drawings provided by the library for development of the proposed designs.

III. Construction Documentation

MCD will develop complete drawings and specifications for the selected roofing replacement.

IV. Extra Services

The following services are not included in this proposal but can be, upon written agreement, provided for additional fee.

- Architectural Design Work Beyond the Scope of this Proposal

MCD Architects standard hourly rates are as follows:

Principal	\$195.00
Architect	\$175.00
CAD Operator	\$110.00
Intern	\$75.00
Clerical	\$55.00

V. Reimbursable Expenses

Direct expenses will be invoiced at the following cost.

Document Reproduction	Cost +15%
Shipping Costs	Cost +15%

VI. Fee

The professional fees for the work scope as outlined in item I above shall be **\$13,800.00**.

VII. Schedule

We anticipate that the drawings and specifications can be completed for bidding within 6 weeks of proposal acceptance.

VIII. Payment

The fee, plus reimbursable expenses and any extra services as requested will be invoiced on a monthly basis based on the percentage of work complete or at the completion of the work scope, whichever comes first.


IX. Termination of Agreement

In the event that this agreement is terminated, MCD Architects will be reimbursed for services and reimbursable expenses incurred to the date of termination. Services will be calculated on an hourly basis, please see the MCD standard billing rate schedule listed above for hourly rates.

X. Proposal Acceptance

We are very pleased to be able to continue to serve the Farmington Community Library. Please let us know if you have any questions or require clarification for any part of our proposal. Please sign and date below and return to us for our records.

Sincerely,



Steven Schneemann,
Principal Architect
MCD Architects

Proposal Accepted by: _____ Date: _____

Title: _____



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____

CITY: _____

PHONE: _____

EMAIL: _____

What made your Library visit special?

I had scheduled a learning visit for technical for my phone and computer. Herb Harris was very knowledgeable. Very kind, patient. So appreciative of his time. Didn't know this library had him available.

Very happy 😊

Turn over to leave a suggestion for Library staff.

Thank you Herb