

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

- **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**
- **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
Board Meeting - 6:00 p.m. – September 14, 2023**

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

Board Members Absent: None. One seat vacant.

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

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:05 by President Ernie McClellan..

APPROVAL OF AGENDA

MOTION by White to approve the Agenda for the September 14, 2023 Board meeting with the addition of Swearing in of Board Member was supported by Brown.

Vote: Aye: All in favor (6-0) (Muthukuda not yet sworn in.)

Opposed: None

Motion passed.

SWEARING IN

Dilhara Muthukuda of Farmington was sworn in.

APPROVAL OF MINUTES

MOTION by Doby to approve the Minutes of the Regular Board Meeting held on August 10, 2023, with the addition of a motion by Brown to receive and file July financial reports, was supported by Murphy.

Vote: Aye: All in favor: McClellan, Doby, Hahn, Murphy, Brown

Opposed: None

Abstain: White, Muthukuda

Motion passed.

MASTER PLAN PROPOSAL - MCD Architects, Steve Schneemann and Diane Schurg

MOTION by Hahn to approve \$22,800 for MCD to develop Master Plan for both Twelve Mile and Downtown was supported by Murphy.

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

Opposed: None

Motion passed.

TREASURER'S REPORT (K. Brown)

MOTION by Brown to approve May expenditures totaling \$457,997.75 was supported by White.

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

Opposed: None

Motion passed.

MOTION by Brown to receive and file August 2023 financial reports was supported by Hahn.

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

Opposed: None

Motion passed.

FRIENDS' REPORT (S. Charlebois)

- Friends will move to holding two large book sales a year, in October and April.
- Author visit, Angeline Boulley, will be moved to The Hawk, if possible. As of September board meeting, in-person registration was full but would be reopened. Zoom is still open.
- Five board positions are open.
- Friends have \$143,000 in the bank. Most comes from memberships, as opposed to book sales.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- FCL was awarded a grant under the Library Services and Technology Act for \$23,787. Grant is to improve access to programs and services for people with disabilities or limited functional literacy or information skills.
- FCL's Other Postemployment Benefits (OPEB) liability has significantly decreased; best options for funding in future are being studied. Currently, FCL is \$1,742, 301 over its liability.
- FCL Swag Store is now up online.
- Pat McCormick has notified MBM that FCL will cancel Ensure-IT Managed CM Security Services Agreement when contract ends November 4, 2023.
- Jillian Baker is introduced to board as new Assistant Director.
- Kristel Sexton provided update on the IDEA Task Force. IDEA = Inclusion, Diversity, Equity, Accessibility.

UNFINISHED BUSINESS

None

SUBCOMMITTEE UPDATES

None

NEW BUSINESS

New board member Dilhara Muthukuda introduced to board.

CORRESPONDENCE

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

Hahn asked board to investigate holding some meetings in Farmington. Hahn asked board to study information he distributes on a bookmobile.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 8:27 pm. The next meeting of the Library Board is scheduled for Thursday, October 12, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

DRAFT



Farmington Community Library

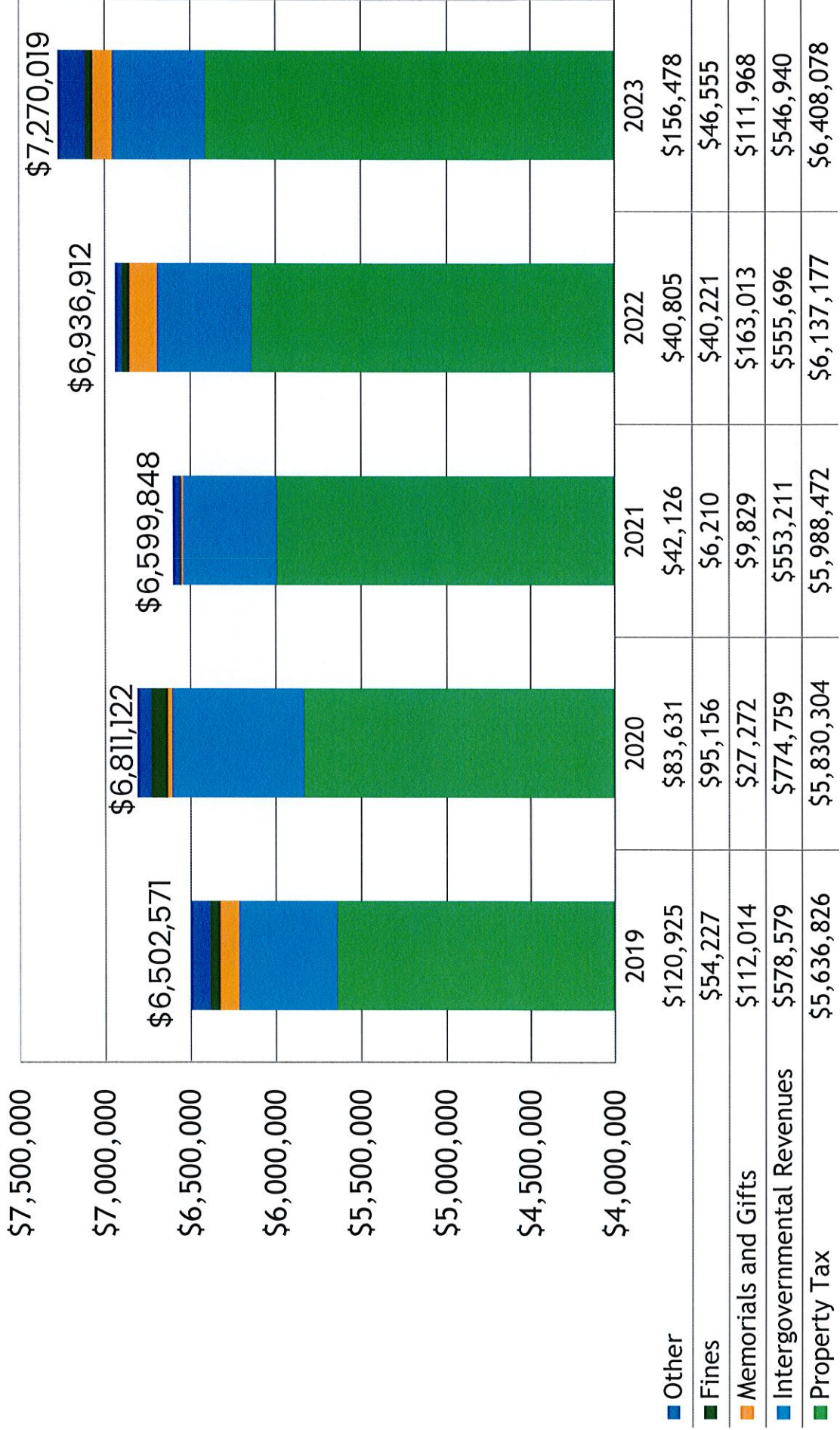
Farmington Community Library Audit Presentation

For Year Ended June 30, 2023

Fiscal Year 2023 Audit Highlights

- Alan C. Young & Associates are the auditors
- Unmodified opinion
 - "Clean" opinion; like getting an "A" on report card
- No material weaknesses or deficiencies identified

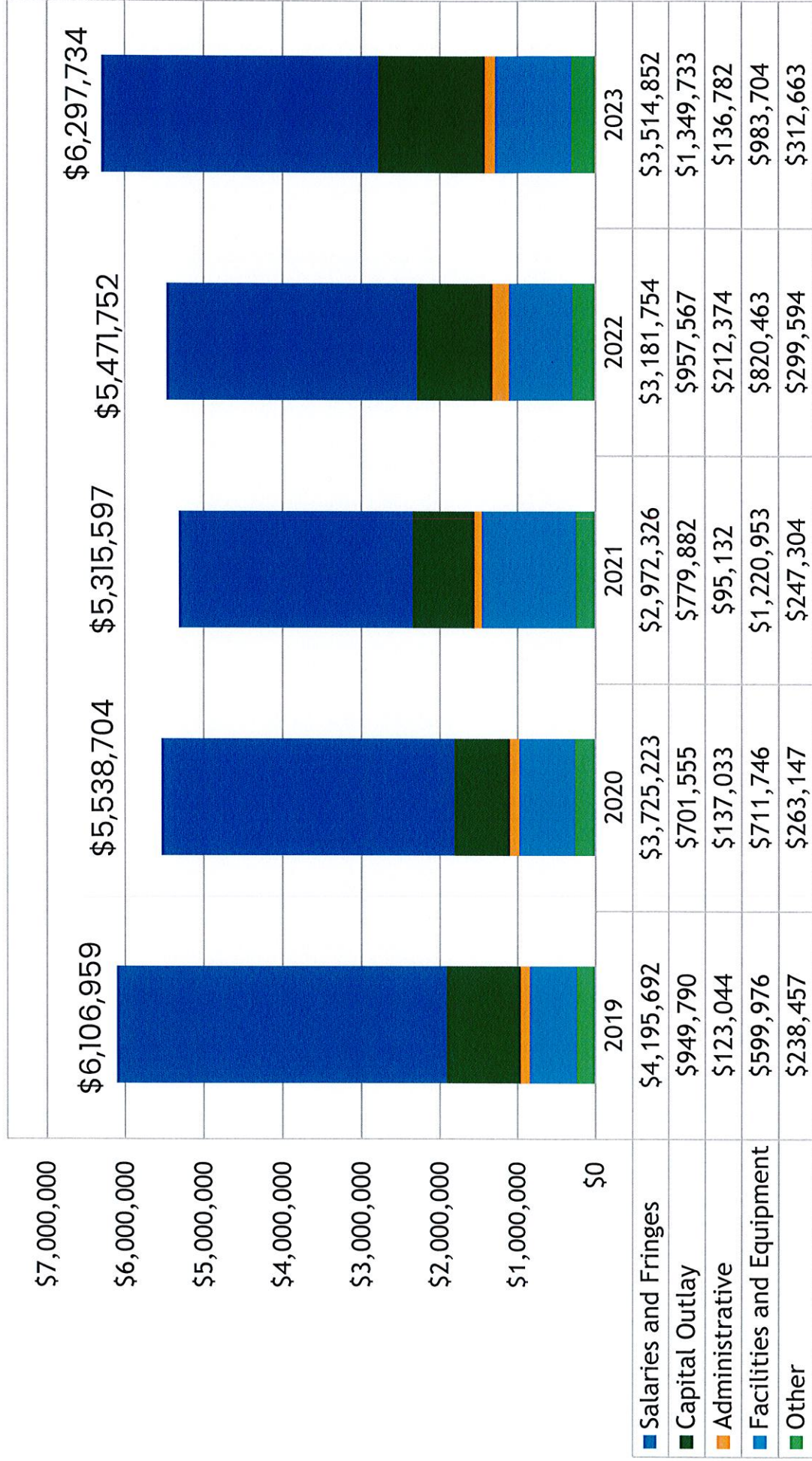
Farmington Community Library - General Fund Revenue Years Ended June 30



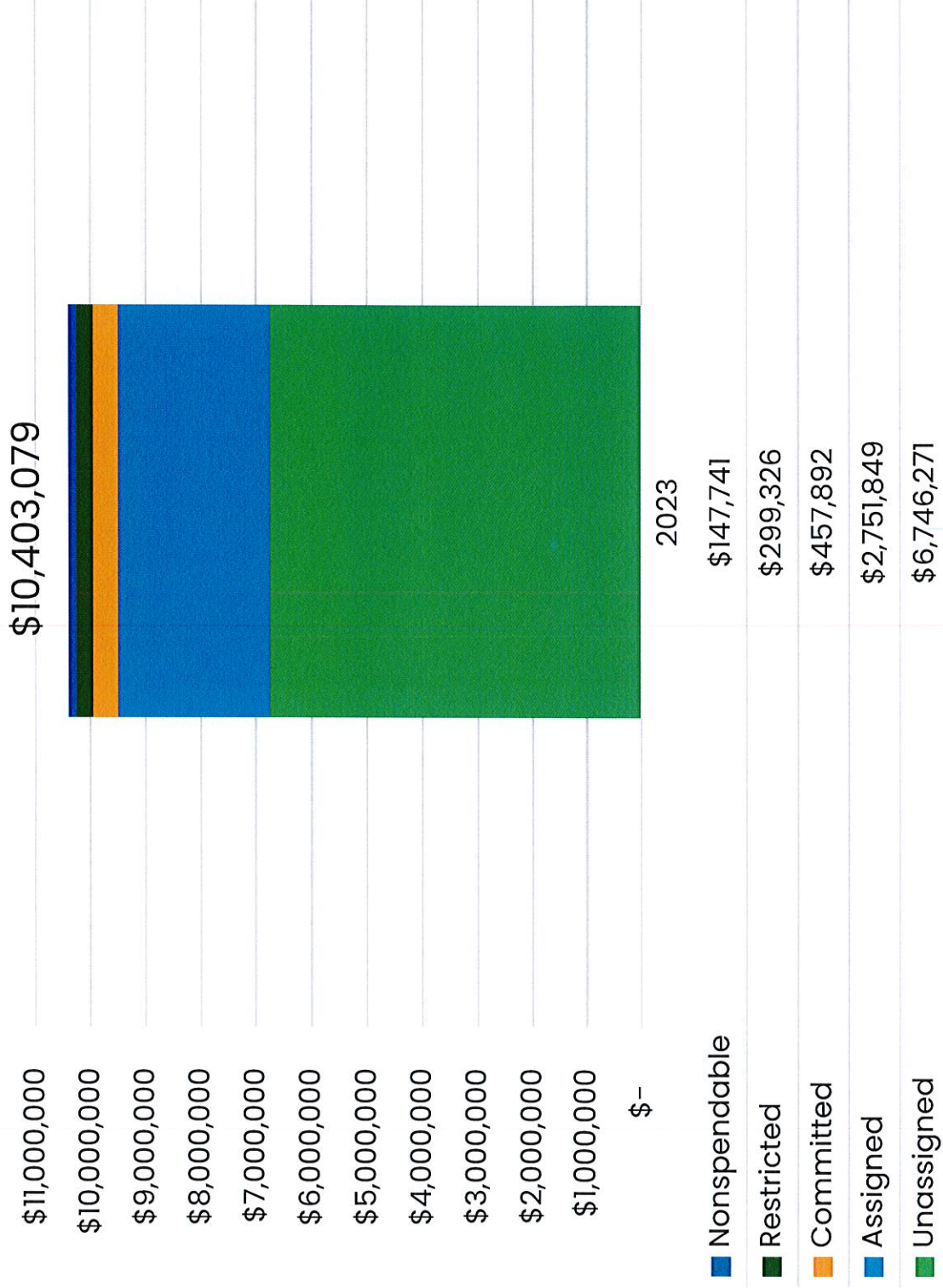
Farmington Community Library - General Fund Expenditures



Years Ended June 30



Farmington Community Library - All Funds Fund Balance June 30, 2023



Thank you for the opportunity to
serve as consultants for the
Farmington Community Library





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

September 11, 2023

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

Re: August 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.

Fiscal Year Ending June 30, 2023 balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork began August 28, 2023.

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:			
09/25/2023	10003--AT&T		295.42 09/30/2023
09/25/2023	10003--AT&T		(295.42) 09/30/2023
09/25/2023	10003--AT&T		295.42 09/30/2023
09/14/2023	10471--Bloomberg Businessweek	27203	70.00 09/30/2023
09/07/2023	10006--Bright House Networks		125.06 09/30/2023
09/12/2023	10019--Clear Rate Communications		430.85 09/30/2023
09/15/2023	10330--Comerica Commerical Card Services		883.81 09/30/2023
09/13/2023	10009--Consumers Energy		126.06 09/30/2023
09/11/2023	10009--Consumers Energy		119.62 09/30/2023
09/19/2023	10005--DTE Energy		14,790.45 09/30/2023
09/19/2023	10005--DTE Energy		4,996.49 09/30/2023
09/15/2023	10147--EHIM		652.78 09/30/2023
09/15/2023	10147--EHIM		88.50 09/30/2023
09/14/2023	10564--Judson Center	27202	130.00 09/30/2023
09/28/2023	10144--Mutual Of Omaha		1,752.56 09/30/2023
09/29/2023	10083--Pitney Bowes Global Financial Services Inc		249.63 09/30/2023
09/07/2023	10083--Pitney Bowes Global Financial Services Inc		1,000.00 09/30/2023
09/12/2023	10014--T-Mobile		1,356.26 09/30/2023
Total for			<u>27,067.49</u>
Bank:			
09/27/2023	10140--ADP, LLC		27.04 09/30/2023
09/27/2023	10140--ADP, LLC		26,398.20 09/30/2023
09/22/2023	10140--ADP, LLC		4,012.00 09/30/2023
09/22/2023	10140--ADP, LLC		368.55 09/30/2023
09/13/2023	10140--ADP, LLC		26,918.04 09/30/2023
09/27/2023	10126--Michigan Employers Retirement		17,769.42 09/30/2023
09/27/2023	10126--Michigan Employers Retirement		5,337.38 09/30/2023
09/27/2023	10126--Michigan Employers Retirement		1,438.30 09/30/2023
09/27/2023	10126--Michigan Employers Retirement		1,588.25 09/30/2023
09/27/2023	10126--Michigan Employers Retirement		1,593.57 09/30/2023
09/27/2023	10126--Michigan Employers Retirement		6,065.01 09/30/2023
09/13/2023	10126--Michigan Employers Retirement		5,523.62 09/30/2023
09/13/2023	10126--Michigan Employers Retirement		1,438.30 09/30/2023
09/13/2023	10126--Michigan Employers Retirement		1,583.08 09/30/2023
09/13/2023	10126--Michigan Employers Retirement		4,651.07 09/30/2023
09/13/2023	10126--Michigan Employers Retirement		6,008.58 09/30/2023
Total for Comerica 01-4751			<u>110,720.41</u>
Bank: Bill.com Clearing - Bill.com Money Out Clearing Account no:			
09/15/2023	10332--Adobe Inc		559.84 In Transit
09/15/2023	10016--Advanced Pest Control		536.00 In Transit
09/26/2023	10280--Alan C. Young & Assoc.		6,300.00 In Transit
09/12/2023	10502--Amazon Capital Services		61.96 In Transit
09/12/2023	10216--Annette Weiss		346.20 In Transit
09/26/2023	10440--Authors Unbound		5,200.00 In Transit
09/26/2023	10000--Baker & Taylor Inc		4,500.00 In Transit
09/15/2023	10000--Baker & Taylor Inc		7,525.93 In Transit
09/12/2023	10000--Baker & Taylor Inc		5,068.46 In Transit
09/12/2023	10057--Barbara Munn		346.20 In Transit
09/26/2023	10141--Benistar/UA-6803		4,846.14 In Transit
09/12/2023	10059--Beverly D. Papai		346.20 In Transit
09/26/2023	10143--Blue Care Network		34,617.21 In Transit
09/12/2023	10060--Bonnie Greschaw		346.20 In Transit
09/15/2023	10527--Bound Tree Medical LLC		3,598.98 In Transit
09/12/2023	10544--Brodart Co		85.03 In Transit
09/15/2023	10033--Demco Inc.		257.24 In Transit
09/26/2023	10037--Dorothy Hinton		160.00 In Transit
09/15/2023	10497--Elevate Technology Partners		1,847.81 In Transit
09/12/2023	10497--Elevate Technology Partners		500.00 In Transit
09/12/2023	10046--EnvisionWare, Inc		135.00 In Transit
09/26/2023	10334--FastSigns		43.80 In Transit
09/15/2023	10334--FastSigns		592.38 In Transit
09/26/2023	10026--FJ Lafontaine & Sons Landscaping		780.00 In Transit
09/15/2023	10026--FJ Lafontaine & Sons Landscaping		295.00 In Transit
09/12/2023	10069--Gerald Furi		346.20 In Transit
09/26/2023	10020--Gordon Food Service Inc		100.73 In Transit
09/15/2023	10020--Gordon Food Service Inc		59.11 In Transit

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
09/26/2023	10027--Great Lakes Ace Hardware		31.32 In Transit
09/12/2023	10027--Great Lakes Ace Hardware		26.58 In Transit
09/15/2023	10072--Innovative Interfaces Inc		30,608.26 In Transit
09/26/2023	10464--International Minute Press		379.62 In Transit
09/15/2023	10464--International Minute Press		95.00 In Transit
09/26/2023	10411--Kaeser & Blair Incorporated		1,763.90 In Transit
09/15/2023	10411--Kaeser & Blair Incorporated		174.67 In Transit
09/12/2023	10073--Karen Terrabassi		346.20 In Transit
09/12/2023	10556--Leonardo Gianola		175.00 In Transit
09/26/2023	10433--Lijun Xue		105.18 In Transit
09/12/2023	10075--Lush Lawn/Safari Tree		373.50 In Transit
09/12/2023	10077--Marilyn Smith		346.20 In Transit
09/12/2023	10078--Mary Ann Huggins		346.20 In Transit
09/15/2023	10010--McCoy Maintenance Inc		10,465.00 In Transit
09/26/2023	10282--Melanie Allbery		164.00 In Transit
09/12/2023	10165--Michigan.com		590.95 In Transit
09/12/2023	10011--Midwest Tape		1,124.75 In Transit
09/15/2023	10079--Midwest Tape Hoopla		11,346.48 In Transit
09/26/2023	10373--Monroe County Library System		20.00 In Transit
09/15/2023	10498--Muniweb		213.00 In Transit
09/12/2023	10080--Nancy Hasek		346.20 In Transit
09/26/2023	10557--Nature Niche		450.00 In Transit
09/26/2023	10012--NBS		570.00 In Transit
09/12/2023	10012--NBS		525.00 In Transit
09/12/2023	10187--Network Services Company		387.70 In Transit
09/15/2023	10256--OCLC Inc.		731.78 In Transit
09/26/2023	10082--OverDrive, Inc		5,322.86 In Transit
09/15/2023	10201--Plante Moran		12,251.09 In Transit
09/15/2023	10031--Quill LLC		422.78 In Transit
09/26/2023	10227--Royal Roofing		1,600.00 In Transit
09/15/2023	10227--Royal Roofing		1,300.00 In Transit
09/26/2023	10054--Schindler Elevator Corp		701.88 In Transit
09/15/2023	10054--Schindler Elevator Corp		528.32 In Transit
09/26/2023	10215--SenSource		1,605.00 In Transit
09/12/2023	10084--Sherry Deeg		346.20 In Transit
09/12/2023	10085--Susan Van Vleet		346.20 In Transit
09/26/2023	10014--T-Mobile		214.40 In Transit
09/15/2023	10099--The New York Times		4,274.40 In Transit
09/12/2023	10553--Thomas Kline/Crimson Multimedia		245.61 In Transit
09/12/2023	10086--Tina M. Theeke		346.20 In Transit
09/26/2023	10015--Toshiba America Business Solutions		4,873.62 In Transit
09/15/2023	10029--Unique		157.60 In Transit
09/15/2023	10473--Xemplar Club		150.00 In Transit
	Total for Bill.com Clearing		175,794.27

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$313,582.17

General Fund

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

	PERIOD ENDED 06/30/2023	PERIOD ENDED 09/30/2023	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
001000 - General Checking - Comerica	488,077.20	629,246.46	141,169.26	28.92 %
004000 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
007000 - Payroll Checking - Comerica	190,885.33	106,011.85	(84,873.48)	(44.46) %
011000 - Millage Money Market Comerica	6,929,824.20	9,375,737.31	2,445,913.11	35.29 %
Total Cash & Cash Equivalents	7,610,046.73	10,112,255.62	2,502,208.89	32.88 %
Other Assets				
018000 - Accounts Receivable	182,349.50	0.00	(182,349.50)	(100.00) %
040000 - Accounts Receivable - Metro Net	4,166.74	11,550.00	7,383.26	177.19 %
042000 - Accounts Receivable - Friends	60,091.16	60,091.16	0.00	0.00 %
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) %
Total Other Assets	394,348.05	71,667.14	(322,680.91)	(81.82) %
Total Assets	8,004,394.78	10,183,922.76	2,179,527.98	27.22 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
202000 - Accounts Payable	299,443.14	53,450.72	(245,992.42)	(82.14) %
202100 - Manual Accounts Payable	33,159.35	0.00	(33,159.35)	(100.00) %
204000 - Friends - Credit Crd pass thru	0.00	75.00	75.00	100.00 %
209000 Friends of the Library - Book Sale	0.00	4,109.50	4,109.50	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 %
Total Current Liabilities	452,513.05	85,850.75	(366,662.30)	(81.02) %
Long Term Liabilities				
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 %
Total Long Term Liabilities	458,543.66	458,543.66	0.00	0.00 %
Total Liabilities	911,056.71	544,394.41	(366,662.30)	(40.24) %
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	2,546,612.38	1,355,768.04	113.84 %
Total Liabilities and Equity	8,004,394.78	10,184,344.86	2,179,950.08	27.23 %

General Fund

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

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2023	06/30/2024	06/30/2024	09/30/2023	
	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	3,786,342.84	96.26 %
405000 - Summer Tax Revenue - City	359,942.66	382,464.00	382,464.00	371,477.86	97.13 %
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	1,473.97	9.07 %
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	0.00	0.00 %
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	5,129.76	34.20 %
603000 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	0.00	0.00 %
642000 - Copy Vending Machine Revenue	27,684.32	32,150.00	32,150.00	6,364.60	19.80 %
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	1,752.67	14.98 %
658000 - Fines, Fees & Lost Book	5,573.95	6,400.00	6,400.00	1,849.57	28.90 %
665000 - Interest	134,530.18	132,100.00	132,100.00	45,913.11	34.76 %
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	9,080.71	34.55 %
Total Revenue	7,270,018.26	8,010,580.00	8,010,580.00	4,229,533.09	52.80 %
Expenses					
Payroll					
702000 - Salaries & Wage Expense	2,430,226.89	3,250,600.00	3,250,600.00	630,627.49	19.40 %
709000 - Employers FICA Expense	178,071.03	249,400.00	249,400.00	46,089.39	18.48 %
716000 - OPEB Expense	98,813.65	139,000.00	139,000.00	28,788.50	20.71 %
717000 - Retiree Health Ins	110,475.44	69,800.00	69,800.00	21,169.76	30.33 %
718000 - Dental, Optical & Hearing	24,139.74	30,000.00	30,000.00	7,401.97	24.67 %
719000 - Hospitalization Insurance	292,870.88	376,900.00	376,900.00	110,681.58	29.37 %
720000 - Group Life - Mutual of Omaha	16,108.09	24,200.00	24,200.00	6,182.18	25.55 %
721000 - Retirement Fund - Employers	364,146.09	299,620.00	299,620.00	81,227.31	27.11 %
Total Payroll	3,514,851.81	4,439,520.00	4,439,520.00	932,168.18	21.00 %
Operating Expenses					
750000 - Office Supplies	12,252.14	15,000.00	15,000.00	1,934.35	12.90 %
752000 - Operating Supplies	16,360.06	24,450.00	24,450.00	3,036.19	12.42 %
754000 - Vending Equipment & Supplies	10,359.58	36,900.00	36,900.00	4,873.62	13.21 %
791000 - Newspapers & Periodicals	25,908.13	38,000.00	38,000.00	26,059.35	68.58 %

General Fund

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

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2023	06/30/2024		09/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
801000 - Professional Services	261,702.19	275,000.00	275,000.00	78,235.67	28.45 %
810000 - Bank Fee	0.00	0.00	0.00	2,124.39	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	59,060.62	45.43 %
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	3,136.45	12.80 %
831500 - Memberships	6,373.29	10,100.00	10,100.00	5,432.00	53.78 %
850000 - Telephone	22,877.79	21,000.00	21,000.00	2,421.40	11.53 %
851000 - Postage	4,794.01	7,250.00	7,250.00	2,249.63	31.03 %
860000 - Transportation	1,698.62	5,000.00	5,000.00	177.45	3.55 %
881000 - Publicity	0.00	55,000.00	55,000.00	790.63	1.44 %
880000 - Programming	40,540.36	20,000.00	20,000.00	446.84	2.23 %
900000 - Processing	8,632.10	37,000.00	37,000.00	456.73	1.23 %
920000 - Electricity	201,585.97	188,000.00	188,000.00	40,264.75	21.42 %
921000 - Heat	41,329.48	44,000.00	44,000.00	505.45	1.15 %
922000 - Water	35,279.36	37,250.00	37,250.00	0.33	0.00 %
930000 - Maintenance/Repairs	51,919.88	52,000.00	52,000.00	4,681.63	9.00 %
931000 - Repairs & Maintenance Supplies	22,589.18	39,000.00	39,000.00	4,138.57	10.61 %
934000 - Maintenance Contracts	232,133.88	250,000.00	250,000.00	75,286.00	30.11 %
935000 - Landscaping / Snow Removal	42,765.78	45,000.00	45,000.00	8,124.50	18.05 %
955000 - Miscellaneous	5,240.20	7,000.00	7,000.00	2,284.51	32.64 %
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	0.00	0.00 %
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	82,500.78	29.68 %
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	4,352.83	8.30 %
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	6,803.86	5.44 %
986000 - Computers	25,093.04	35,000.00	35,000.00	169.95	0.49 %
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	2,496.32	4.65 %
989000 - Information Resources	196,447.85	241,600.00	241,600.00	51,325.54	21.24 %
989100 - Video / DVD / Movie Collection	46,971.24	68,450.00	68,450.00	7,064.24	10.32 %

General Fund

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

	Year Ending 06/30/2023	Year Ending 06/30/2024		Year To Date 09/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
989200 - TLN (Formerly Metro Net)	13,800.59	36,500.00	36,500.00	873.75	2.39 %
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	750,752.53	21.79 %
Total Expenses	6,220,064.92	7,884,570.00	7,884,570.00	1,682,920.71	21.34 %
Transfers					
699000 - Transfer In	240,075.00	0.00	0.00	0.00	0.00 %
995000 - Transfer Out	21,515.00	126,010.00	126,010.00	0.00	0.00 %
Total Transfers	218,560.00	(126,010.00)	(126,010.00)	0.00	0.00 %
Total Revenue in Excess of Expenses	1,268,513.34	0.00	0.00	2,546,612.38	0.00 %

Endowment Fund

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

	<u>PERIOD ENDED</u> <u>06/30/2023</u>	<u>PERIOD ENDED</u> <u>09/30/2023</u>	<u>CHANGE</u>	<u>% CHANGE</u>
Assets				
Cash & Cash Equivalents				
017000 - Library Endowment Fund	557,892.28	561,422.67	3,530.39	0.63 %
Total Cash & Cash Equivalents	<u>557,892.28</u>	<u>561,422.67</u>	<u>3,530.39</u>	<u>0.63 %</u>
Total Assets	<u>557,892.28</u>	<u>561,422.67</u>	<u>3,530.39</u>	<u>0.63 %</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>3,530.39</u>	<u>(207,738.50)</u>	<u>(98.32) %</u>
Total Liabilities and Equity	<u>557,892.28</u>	<u>561,422.67</u>	<u>3,530.39</u>	<u>0.63 %</u>

Endowment Fund

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

	Year Ending 06/30/2023 <u>END BALANCE</u>	Year To Date 09/30/2023 <u>YTD BALANCE</u>
Revenue		
646000 - Memorial & Gifts Revenue	199,831.33	0.00
665000 - Interest	0.00	1,711.56
669000 - Investment Gain Loss	11,437.56	1,818.83
Total Revenue	<u>211,268.89</u>	<u>3,530.39</u>
Total Revenue in Excess of Expenses	<u>211,268.89</u>	<u>3,530.39</u>

Capital Reserve Fund

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

	<u>PERIOD ENDED</u> <u>06/30/2023</u>	<u>PERIOD ENDED</u> <u>09/30/2023</u>	<u>CHANGE</u>	<u>% CHANGE</u>
Assets				
Cash & Cash Equivalents				
011000 - Millage Money Market Comerica	2,751,848.52	2,769,645.09	17,796.57	0.64 %
Total Cash & Cash Equivalents	<u>2,751,848.52</u>	<u>2,769,645.09</u>	<u>17,796.57</u>	<u>0.64 %</u>
Total Assets	<u>2,751,848.52</u>	<u>2,769,645.09</u>	<u>17,796.57</u>	<u>0.64 %</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	<u>(168,302.73)</u>	<u>17,796.57</u>	<u>186,099.30</u>	<u>(110.57) %</u>
Total Liabilities and Equity	<u>2,751,848.52</u>	<u>2,769,645.09</u>	<u>17,796.57</u>	<u>0.64 %</u>

Capital Reserve Fund

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

	Year Ending 06/30/2023 END BALANCE	Year To Date 09/30/2023 YTD BALANCE
Revenue		
665000 - Interest	50,257.27	17,796.57
Total Revenue	<u>50,257.27</u>	<u>17,796.57</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>17,796.57</u>

Farmington Community Library
Investment Report
Month Ending August 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	9,123,309.46	2.72%	20,194.81	-	229,055.46	Money Market	011000
Fidelity Liberty Endowment	561,422.67	N/A	-	1,711.56	8,898.17	Investment	017000
	<u>9,684,732.13</u>				<u>237,953.63</u>		

Director's Report

October 2023

Patron Comments

Included in your Board packet.

State Aid Report

The State Aid reporting portal has opened. The report needs to be completed by Feb 1, 2024, 5:00 PM.

Facilities

Interviews for the Facilities Manager position will take place during the weeks of Oct. 9 and 16. Roofing reports were sent out to board members to give everyone an idea of a timeline for replacement and cost. We have been working through some building issues over the last few weeks – gas leak at Farmington, sprinkler system line cut at Farmington, sump pumps in grotto not working, fire door certification, roofing repairs, plumbing issues, tree trimming over roof line at Farmington, etc.

Master Plan

First Master Plan meeting will take place on October 12. This meeting will be a review of what was included in the Space Utilization Study. Any comments about the buildings that were given in the Strategic Plan survey were compiled and will be shared with MCD.

Farmington Friends of the Library

At their board meeting on Oct. 3, the Friends approved \$118,000 for this fiscal year to support our programs and services. The staff are very appreciative of their very generous support.

Farmington Public Schools Tag Days

FPS Band and Orchestra students will be outside both libraries on Oct. 13 and 14 for Tag Days. This is their annual fundraiser to support their band and orchestra programs at the high school level.

FCL Org Chart

We have finally created an Org Chart that makes sense to us. Many thanks to Sona (our graphic designer) for making it readable and very pretty. This is included in your board packet.



Staff Day

Staff Day is Friday, November 10. Both libraries will be closed. The morning will include staff recognition, State of the Library, and we are still working out other details. The afternoon will include Breakout Sessions that will demonstrate how to handle difficult library situations, how to use our ebook platforms, and a session on the mobile app.

Library Card Contest

We received 77 library card design submissions for our Library Card Contest, and we signed up over 700 new card holders for Library Card Sign Up Month! Staff will have a chance to vote on their favorite design and winners will be announced in November.

Staffing

Mary Zechar retired on September 29 after 25 years of service at FCL. Mary worked in the Circulation Dept. **Steven Koponen** was hired to fill the position. Steve had been working as a Substitute in the dept. He recently retired from FPS. Many of our patrons recognize his face from their children attending FPS. **Faren Watson** was promoted to Assistant Adult Services Dept. Head due to Crystal Corcoran's promotion to Head of Adult Services.

New Pay System

Crystal Peterson has been sitting through initial screenings of pay systems such as Paylocity, Paychex, and Paycor. We felt it was time to start comparing the systems that are out there.

Submitted by

Kelley Siegrist

Director

Farmington Community Library

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

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



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

MET IN THE AUDITORIUM TODAY FOR THE
BLUES MUSIC PRESENTATION.

I HAVE A SUGGESTION.

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: _____

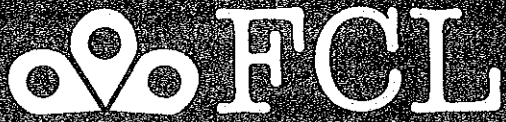
ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

the librarians are soooooo nice and cool
and reading all th good books!

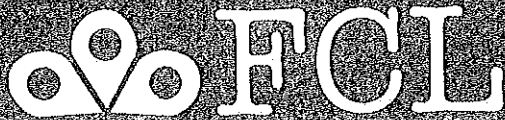
Turn over to leave a suggestion for Library staff.



Suggestion:

IT WOULD BE GOOD TO HAVE A
DEDICATED 4" X 6" TABLE WITH
4 CHAIRS FOR ADULT LEVEL
1000 PIECE CROSSWORD
PUZZLES AS THE FARMINGTON
BRANCH HAS SET UP SINCE
OPENING AFTER THE PANDEMIC.

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:

Can you please add more games to your
ipad thx

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:

Order DVD movie

Spygame?

Indian movie

Wedding Season

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



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Grants database: I met w/ Sheri Vaughn and she was outstanding and extremely helpful. I am extremely grateful for your program for nonprofits and small business.

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Jenny - helped teach me how to self check out and find book or hold - Very pleasant and knowledgeable of library procedure! Thank you!

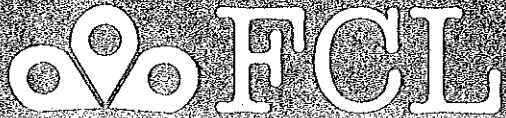
Turn over to leave a suggestion for Library staff.



Suggestion:

Can you need canny

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



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

VERY HELPFUL

Turn over to leave a suggestion for Library staff.