



**Farmington Community Library  
Board of Trustees Meeting  
Thursday, September 09, 2021  
6:00 p.m.**

**Contact Trustees**

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

**Interim Director  
Kelley Siegrist  
kelley.siegrist@farmlib.org**

Main Library: 32737 W. Twelve Mile Road • Farmington Hills, MI 48334-3302 • 248.553.0300 • 248.553.3228 Fax  
Farmington Branch: 23500 Liberty Street • Farmington, MI 48335-3570 • 248.553.0300 • 248.474.6915 Fax  
www.farmlib.org

Farmington Community Library Board of Trustees  
Regular Meeting – 6:00 p.m.  
September 9, 2021

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All Board Meetings are recorded.  
Recordings will be destroyed once the minutes are approved, in compliance with  
Michigan Public Libraries, General Retention Schedule #17

- I. Call to Order
- II. Introduction of New Board Members
- III. Approval of Agenda
- IV. Minutes
  - Approval of Minutes - Regular Board Meeting - August 19, 2021
- V. Facilities Report
- VI. Operating Bills
  - Approval of August 2021 Operating Bills
- VII. Correspondence
- VIII. Director's Report
- IX. Friends Report
- X. Unfinished Business
  - Interim Branch Manager Salary
  - FCL Board orientation
  - Overtime
  - Funeral Leave

- XI. **New Business**
  - Update Circulation Policy
- XII. **Public Comment**
- XIII. **Closed Session**
- XIV. **Board Trustee Comments and Announcements**
- XV. **Public Comment**
- XVI. **Adjournment**

**Farmington Community Library Board of Trustees**  
**Virtual Board Meeting - 6:00 p.m. – August 19, 2021**  
**Held Online Via Zoom**  
**Draft**

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Board Members Present: Kelly, Stryd, Duron-Willner, Murphy, White, Hahn

Board Members Absent: None

Staff Members Present: Siegrist, Peterson, McCormick, Wrench

Staff Members Absent: None

**CALL TO ORDER**

The Board Meeting was called to order at 6:11 p.m. by Board President White.

**APPROVAL OF AGENDA**

**MOTION** by Kelly to approve the amended agenda which includes adding a closed session and updated mask policy for the August 19, 2021, Board meeting, was supported by Stryd.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

**APPROVAL OF MINUTES**

**MOTION** by Duron-Wilner to approve the Minutes with corrections from the Regular Board Meeting on July 8, 2021, was supported by Stryd.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Abstained: Hahn**  
**Motion passed.**

**MOTION** by Stryd to approve the Minutes of the Special Board Meeting on July 26, 2021, was supported by Hahn.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

**FACILITIES REPORT**

- Elevator renovations are moving along 3 to 4 weeks before completed
- Additional roofing issues were discovered and repaired cost approximately \$13,000.00
- Bad blower on the north side of the 12 mile building should be repaired by 3:00 PM the following day
- Chiller replacement will hopefully be complete by mid-October

**MOTION** by Murphy to accept Donald's recommendation for Tech Mechanical for the chiller replacement, was supported by Duron-Wilner.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

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### I.T. REPORT

Battery backups failed causing outages for 11 days.

- Preventive measures are being taken, researching a dedicated electrical run to main server room directly into battery backup to prevent future outages.
- Looking into upgrades to improve the patron, and staff experience.
- Making core infrastructure upgrades.
- Antivirus and server security software have been updated
- MBM contract that FCL pays \$800.00 a month for realistically only cost about \$200.00

### OPERATING BILLS

**MOTION** by Duron-Wilner that the Board of Trustees approve operating bills \$420,483.42, was supported by Kelly.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

**MOTION** by Stryd to receive and file revenue and expenditure report, was supported by Hahn.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

### SPACE UTILIZATION PRESENTATION

Steve Schneemann of Merritt Cieslak Design stated he was originally contacted and awarded bid to design a curbside window. After a walk-through of the building and speaking with staff, a space utilization study would be a better option for FCL.

- A contract was approved by FCL board of trustees to have Merritt Cieslak to develop plans for a curbside window, upon further review a space utilization study would be a better use of funds.
- An amendment to the original contract would be needed to proceed with space utilization study
- A needs assessment goes hand in hand with a strategic plan

**MOTION** by Hahn, to cancel the plan to design and install a drive-up window was supported by Kelly.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

**MOTION** by Hahn, to take the funds that were to be used for the design of the window and shift those funds for use for a space utilization survey by the architects, supported by Murphy.

**Motion withdrawn** pending further study on the cap (bidding)

### CORRESPONDENCE

1 correspondence from Suzanne Rosen, she feels Hoopla is a waste of money. She was sent a response by Deb Hemmye regarding her concerns.

### LIBRARY INTERIM DIRECTOR'S REPORT

- Received both of state aid checks in July
- Received dividend check because we paid our insurance bill from Michigan municipal.
- Channel 4 notified FCL of top five status in our category for the best of! The category is arts and entertainment for libraries, we have a sticker to display on the door.



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- Diversity, Equity, and Inclusion
    - Kristel Sexton and I have had conversations on holding off implementing DEI initiatives until things are settled
  - Staffing Update
    - Celeste Schwartz was promoted to Library Assistant 1 at the Liberty Street location and Stacy Tadajewski was promoted to Library Assistant 1 at the Twelve Mile location
    - Hired 2 PT Adult Librarians to fill vacant positions
    - Hired two new Pages and Megan has been working on hiring more.
    - We have posted for a FT Children’s Librarian at Liberty Street, 2 PT Children’s Paraprofessionals, a FT Senior Outreach Paraprofessional, and soon a Marketing Specialist
  - FCL Harassment Policy
    - Donna Coleman from ADP reviewed our harassment Policy and noted that it was well-written. She offered a sample policy
  - Bank Accounts
    - Plante Moran asked that FCL consolidate bank accounts to save on banking fees. The accounts were consolidated.
  - Listening Sessions
    - Topics included – overtime for staff, board communication, additional staff, closure, curbside window (bad idea).
  - Website Redesign
    - Three quotes were shared with the Board.
  - Endowment Fund Special Gift
    - We have been notified that FCL will receive a gift for the Farmington Community Library Endowment Fund from the Trust of Carol H Plummer.

#### **FRIENDS REPORT**

Stacey Charlesbois reported:

- The Gala has been postponed until June 2022
- Friends will work the beer booth at Harvest Moon event in September for tips
- Book Sale at the 12-mile location 10/1/2021 - 10/4/2021
- Next Friends Meeting 9/8/2021

#### **PUBLIC COMMENT**

- Kathie Brown- really glad to hear FCL will not try to install a curbside window
- Jeff Pavlik- Likes idea of space utilization and using a local company. Disappointed no one is clear on the amount of Directors discretionary fund.
- Colleen M.-Thanked board for detailed discussion
- Patricia Ballard- questioned discretionary fund, also questioned MBM contract (contract amount goes beyond scope of directors allotted spending), questioned why Riti is still Director of FCL.
- Michael S- Thanked board for progress, asked why his concerns about cameras have not been addressed.

**MOTION** by Kelly, to enter closed session to discuss an issue that's covered under attorney client privilege, supported by Stryd.

**Vote: Aye: All in favor**

**Opposed: None**

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**Motion passed.**

**MOTION** by White, at 10:22 to re-enter open session, supported by Kelly.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Absent Hahn**  
**Motion passed.**

**UNFINISHED BUSINESS**

No unfinished business

**NEW BUSINESS**

- Update mask policy- mask are no longer required by CDC and MDHHS but are recommended. Policy should now say recommended.

**MOTION** by Murphy, to amend the mask policy to be updated to state masks are now recommended instead of required, was supported by Kelly.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

- Interim Branch Manager Salary- Maria has taken over duties as branch Manager since Kelley was appointed as Interim Director- she should be compensated for added duties and should be retroactive from April.

**MOTION** by Kelly, to raise Maria's salary to branch manager level. supported by Stryd.

**Motion tabled to obtain more information.**

- Funeral Leave – Per ADP, recommended funeral leave shall be per occurrence instead of (4) days per year. Siegrist to provide present policy to board members.
- Overtime-April 23, 2020 a freeze was issued on overtime, we are requesting the freeze be lifted to prevent scheduling mishaps and to pay employees for time worked.

**MOTION** by Stryd, to comply with the law, pay overtime (lift freeze), supported by White.

Discussion: Kelly asked for additional information regarding original language of the motion, when it would happen, how much it will cost, and reasons for overtime. Stryd asked for quarterly reports to the board of overtime costs. Duron-Willner asked for an audit of hours worked by staff.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

**PUBLIC COMMENT**

- Michael- people were working overtime during the furlough and not paid, he would like for that to be explored. He wants to know if the board can truthfully state there is no recording from blink cameras

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- Colleen-stated staff were asked to go above and beyond and informed to make it work meaning work overtime without compensation. Wants the board to admit the mistake was made.
  - Jeff-asked for I.T. report and investigation, congratulated the board for trying to fix existing problems.
  - Kelly G.-stated no expense spared for private contracted services, yet the existing employees were not being compensated for their work

#### **BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS**

- Secretary Murphy- responded to Michael S. by stating she didn't know of any recordings, but never denied purchasing cameras because she did due to break-in. She stated neither camera was ever activated. Murphy also stated she is unhappy with the fact the board isn't transparent about what is happening in closed session, it is unfair to the public.
- President White- stated there is no evidence of break-in and police suggested, "if it will make you feel safer cameras"
- Trustee Duron-Wilner- stated she is happy Kelley raised the issue of overtime, she wants to have a study session or special meeting prior to the September meeting, once Siegrist has needed info available.
- President White thanked everyone for their presence.

#### **ADJOURNMENT**

**MOTION** by Kelly to adjourn the Board Meeting, was supported by Duron-Wilner.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

The Board meeting was adjourned at 11:10 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, September 9, 2021, at 6:00 pm. Via zoom.

Respectfully Submitted,

R. Murphy, Secretary  
Library Board of Trustees  
RM:cp



Farmington Community Library Output Statistics - August 2021

Circulation Services	Aug 2021	Aug 2020	Change	This YTD	Last YTD	Change
Liberty Street	19,161	7,486	11,675	38,849	12,238	26,611
12 Mile	41,050	12,514	28,536	85,208	21,020	64,188
eBooks	8,919	8,910	9	17,430	18,145	(715)
<b>Total Circulation</b>	<b>69,130</b>	<b>28,910</b>	<b>40,220</b>	<b>141,487</b>	<b>51,403</b>	<b>90,084</b>
<b>Self-Service Components of Total Library Circulation:</b>						
Circulation via Website	671	430	241	1,401	700	701
Circulation via Self Check	18,165	28	18,137	29,479	59	29,420
<b>Self-Service % of Total Circs</b>	<b>27.25%</b>	<b>1.58%</b>	<b>25.66%</b>	<b>21.83%</b>	<b>1.48%</b>	<b>20.35%</b>
Door Counters	Aug 2021	Aug 2020	Change	This YTD	Last YTD	Change
Liberty Street	7,307	0	7,307	13,801	0	13,801
12 Mile	14,413	0	14,413	24,952	0	24,952
<b>Total Library Visitors</b>	<b>21,720</b>	<b>0</b>	<b>21,720</b>	<b>38,753</b>	<b>0</b>	<b>38,753</b>

Information Services	Aug 2021	Aug 2020	Change	This YTD	Last YTD	Change
Online Chat	71	0	71	82	5	77
eMail	298	719	(421)	756	1,771	(1,015)
Liberty Street Phone	811	721	90	1,382	1,019	363
Liberty Street In-Person	2,848	24	2,824	5,252	178	5,074
<b>Liberty Street Total</b>	<b>3,659</b>	<b>745</b>	<b>2,914</b>	<b>6,634</b>	<b>1,197</b>	<b>5,437</b>
12 Mile Phone	862	1,900	(1,038)	1,554	3,435	(1,881)
12 Mile In-Person	2,961	45	2,916	7,119	140	6,979
<b>12 Mile Total</b>	<b>3,823</b>	<b>1,945</b>	<b>1,878</b>	<b>8,673</b>	<b>3,575</b>	<b>5,098</b>
<b>Total Library Use</b>	<b>7,851</b>	<b>3,409</b>	<b>4,442</b>	<b>16,145</b>	<b>6,548</b>	<b>9,597</b>

Electronic Services	Aug 2021	Aug 2020	Change	This YTD	Last YTD	Change
<b>PC and Wireless Logins:</b>						
Liberty Street Public Computers	1,341	0	1,341	1,912	0	1,912
12 Mile Public Computers	1,493	0	1,493	2,511	0	2,511
<b>Public Computer Total</b>	<b>2,834</b>	<b>0</b>	<b>2,834</b>	<b>4,423</b>	<b>0</b>	<b>4,423</b>
Liberty Street Wireless	12,065	509	11,556	16,809	522	16,287
12 Mile Wireless	13,933	417	13,516	25,778	810	24,968
<b>Wireless Total</b>	<b>25,998</b>	<b>926</b>	<b>25,072</b>	<b>42,587</b>	<b>1,332</b>	<b>41,255</b>
<b>Total Computer Use</b>	<b>28,832</b>	<b>926</b>	<b>27,906</b>	<b>47,010</b>	<b>1,332</b>	<b>45,678</b>
<b>Web Pages Viewed:</b>						
Adult, Teen & Children's Pages	96,319	97,261	(942)	149,176	180,915	(31,739)
Catalog Searches	48,807	135,993	(87,186)	86,920	198,783	(111,863)
<b>Total Web Pages Viewed</b>	<b>145,126</b>	<b>233,254</b>	<b>(88,128)</b>	<b>236,096</b>	<b>379,698</b>	<b>(143,602)</b>

Programs	Aug 2021	Aug 2020	Change	This YTD	Last YTD	Change
Programs	29	49	(20)	92	131	(39)
Attendance	2,338	1,463	875	4,258	2,364	1,894

\*FCL buildings remained closed to patrons through August 2020.



## Interim Director's Report September 9, 2021

### **ADP Time and Attendance Rollout**

ADP is finally up and running so that staff can enter their own time in the timesheet.

### **Timesheet Audit**

After speaking with legal counsel, it was recommended we do a timesheet audit going back 3 years. This will take some time as hours scheduled on timesheets, back to 2018, will need to be compared to hours paid in payroll. Admin staff have started the process.

### **FPS Superintendent Meet and Greet**

Maria and I attended FPS Superintendent, Chris Delgado's, meet and greet on August 31. Introduced ourselves and chatted with him, offering our assistance if needed.

### **Library Journal Article on the Value of Libraries**

Traditional Calculator <http://www.ilovelibraries.org/what-libraries-do/calculator>

New True Value Calculator of Libraries <https://truevalue.ischool.syr.edu/calculator/>

We are all familiar with the traditional calculator "What's Your Library Worth". This is the calculator that shows how much you save by checking out items rather than buying them. Students from Syracuse University School of Information Studies has designed a new calculator that shows the true value of library service. This calculator factors in the cost of labor. The human factor. From the article:

*In this day and age, librarians are teachers, confidants, readers' advisors, programmers, protectors of privacy, defenders against misinformation, and guardians of intellectual freedom. While these roles may draw on materials like books and databases, library collections are nothing without the people and the labor they contribute. Revealing this labor can potentially offer an improved way to communicate the true value of libraries, which is not only the materials themselves but the work of the people who ensure access to and understanding of those materials.*

From my personal use of the library alone, the traditional calculator shows that I saved \$683.75 but the new calculator shows that the value I received from using library services was \$2,061.87. Link to full article:

<https://www.libraryjournal.com/?detailStory=Calculating-the-True-Value-of-Library-Labor-Peer-to-Peer-Review>

### **CBIZ Actuarial Report**

We received the final copy of the Actuarial Report that was started back in May. The assumptions used in the report included: 7% rate of return, inflation rate of 2.50%, current mortality table published in 2010 (most recent for our demographic). Note that we are over funded by 1 mil due to the additional contributions Board made over the past years, and the trust earned \$544,146 over past year – which is unprecedented, no payments needed for the next two years. Report is included in the Board Packet. Any questions, I can take back to Plante Moran.

### **First Amendment Audit**

The Twelve Mile Library was the recipient of our first First Amendment Audit back in August. A First Amendment Audit is where someone walks in with a camera and begins filming, trying to get staff to engage by asking them to leave, etc. The more heated the exchange the more likely the library will end up on YouTube. Libraries are considered Limited Public Forums which means Libraries can control time, place, and manner regarding filming/photography in the Library. And we control this through our photograph/video policy. We did not end up on YouTube, nobody really engaged. We did have an off-duty police officer in the building at the time who recognized what was happening and offered advice to the staff. They left us and went next door to the post office. Here is a webinar about First Amendment Audits from the Library of Michigan if you are interested: <https://www.youtube.com/watch?v=aVjKMtoMdp8>

### **New Board Members**

Met with new Board members, Kathie Brown (Aug. 26) and Ernie McClellan (Aug. 30), each were given New Board Member packets and Ernie was given a tour of the Twelve Mile Library and introduced to staff.

Submitted by  
Kelley Siegrist



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September 7, 2021

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

**Re: August 2021 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. Balance Sheet – Employee Benefit Fund
9. Revenue & Expenditure Report – Employee Benefit Fund
10. Investment Report

Note: FCL consolidated 5 checking/savings accounts during August. This will allow the library to earn its maximum potential with this consolidation of money.

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, 2021 balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork is scheduled to begin September 7, 2021.**

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

Vendor	Document No	Amount Cleared
<b>Bank: Comerica - 4751 - Comerica</b>		
<b>Account No: 1852674751</b>		
08/04/2021	10126--Michigan Employers Retirement	3,957.23 08/31/2021
08/04/2021	10126--Michigan Employers Retirement	1,600.35 08/31/2021
08/04/2021	10126--Michigan Employers Retirement	364.89 08/31/2021
08/04/2021	10126--Michigan Employers Retirement	1,065.47 08/31/2021
08/04/2021	10126--Michigan Employers Retirement	3,687.87 08/31/2021
08/04/2021	10140--ADP, LLC	21,628.09 08/31/2021
08/18/2021	10140--ADP, LLC	22,105.70 08/31/2021
08/18/2021	10126--Michigan Employers Retirement	4,056.67 08/31/2021
08/18/2021	10126--Michigan Employers Retirement	1,600.35 08/31/2021
08/18/2021	10126--Michigan Employers Retirement	690.46 08/31/2021
08/18/2021	10126--Michigan Employers Retirement	1,067.71 08/31/2021
08/18/2021	10126--Michigan Employers Retirement	3,687.87 08/31/2021
08/18/2021	10126--Michigan Employers Retirement	15,023.28 08/31/2021
08/20/2021	10140--ADP, LLC	1,628.80 08/31/2021
08/31/2021	10140--ADP, LLC	22,408.42 08/31/2021
<b>Total for Comerica - 4751</b>		<b>104,573.16</b>
<b>Bank: Bill.com Clearing - Bill.com Money Out Clearing</b>		
<b>Account No:</b>		
08/02/2021	10082--OverDrive, Inc	3,000.00 In Transit
08/02/2021	10082--OverDrive, Inc	2,451.78 In Transit
08/02/2021	10054--Schindler Elevator Corp	5,374.77 In Transit
08/02/2021	10054--Schindler Elevator Corp	1,726.33 In Transit
08/02/2021	10364--Blick Art Materials	66.18 In Transit
08/02/2021	10025--Danboise Mechanical Inc	2,306.72 In Transit
08/02/2021	10143--Blue Care Network	40,412.96 In Transit
08/02/2021	10147--EHIM	330.35 In Transit
08/02/2021	10361--Suzana Silvestre	150.00 In Transit
08/02/2021	10012--NBS	1,694.00 In Transit
08/02/2021	10079--Midwest Tape Hoopla	132.48 In Transit
08/02/2021	10165--Michigan.com	517.95 In Transit
08/02/2021	10007--Matt Watroba	1,200.00 In Transit
08/02/2021	10027--Great Lakes Ace Hardware	1.72 In Transit
08/02/2021	10046--EnvisionWare, Inc	214.30 In Transit
08/02/2021	10017--CDW Government Inc	1,757.00 In Transit
08/02/2021	10103--All American Tree Service	450.00 In Transit
08/02/2021	10011--Midwest Tape	1,508.61 In Transit
08/02/2021	10037--Dorothy Hinton	120.00 In Transit
08/02/2021	10000--Baker & Taylor Inc	3,524.82 In Transit
08/03/2021	10363--The Engineering Society of Detroit	25.00 In Transit
08/03/2021	10220--PTS Communications	150.00 In Transit
08/03/2021	10041--Naeir	109.44 In Transit
08/03/2021	10367--Lynne Cobb	150.00 In Transit
08/03/2021	10206--Joe Reilly	500.00 In Transit
08/03/2021	10027--Great Lakes Ace Hardware	9.99 In Transit
08/03/2021	10090--Dubois Chemicals, Inc	187.50 In Transit
08/03/2021	10038--Douglas Moye	168.00 In Transit
08/03/2021	10365--Crystal Peterson	225.46 In Transit
08/03/2021	10008--Amazon	851.41 In Transit
08/03/2021	10016--Advanced Pest Control	119.00 In Transit
08/03/2021	10042--Rowan & Littlefield Publishing Group	482.38 In Transit
08/03/2021	10362--Questyme USA, Inc.	14,773.54 In Transit
08/03/2021	10187--Network Services Company	2,698.48 In Transit
08/03/2021	10079--Midwest Tape Hoopla	4,052.42 In Transit
08/03/2021	10011--Midwest Tape	756.64 In Transit
08/03/2021	10284--MBM Technology Solutions	910.10 In Transit
08/03/2021	10004--Ingram Library Services	646.21 In Transit
08/03/2021	10026--FJ Lafontaine & Sons Landscaping	696.00 In Transit
08/03/2021	10000--Baker & Taylor Inc	10,530.62 In Transit
08/03/2021	10144--Mutual Of Omaha	1,349.80 In Transit
08/04/2021	10284--MBM Technology Solutions	20,349.00 In Transit
08/04/2021	10002--Farmington Community Library	7,497.58 In Transit
08/04/2021	10019--Clear Rate Communications	427.38 In Transit
08/06/2021	10015--Toshiba Financial Services	1,439.41 In Transit
08/06/2021	10340--O'Reilly	(399.00) In Transit
08/06/2021	10087--WM Corporate Services, Inc.	3,620.83 In Transit
08/06/2021	10082--OverDrive, Inc	537.14 In Transit
08/17/2021	10141--Benistar/UA-6803	12,559.00 In Transit
08/17/2021	10002--Farmington Community Library	17.00 In Transit

## Farmington Community Library Check Register

	Vendor	Document No	Amount Cleared
08/17/2021	10147--EHIM		330.35 In Transit
08/17/2021	10030--Verizon Wireless		40.01 In Transit
08/17/2021	10286--Northville Locksmith		255.00 In Transit
08/17/2021	10128--National Time & Signal Corp		731.43 In Transit
08/17/2021	10370--Mergent		879.00 In Transit
08/17/2021	10160--Maria Showich-Gallup		194.38 In Transit
08/17/2021	10049--Johnson Controls Fire Protection		384.00 In Transit
08/17/2021	10221--Jennifer Willard		558.75 In Transit
08/17/2021	10072--Innovative Interfaces Inc		2,000.00 In Transit
08/17/2021	10040--Foster, Swift, Collins & Smith		42.00 In Transit
08/17/2021	10334--FastSigns		180.40 In Transit
08/17/2021	10292--Erin Winslow		50.00 In Transit
08/17/2021	10046--EnvisionWare, Inc		6,241.00 In Transit
08/17/2021	10045--Discount School Supply		496.75 In Transit
08/17/2021	10371--Decra-Scape		1,050.00 In Transit
08/17/2021	10369--Christopher Locke		100.00 In Transit
08/17/2021	10186--Cengage Learning Inc		10,500.00 In Transit
08/17/2021	10029--Unique		143.70 In Transit
08/17/2021	10227--Royal Roofing		20,150.00 In Transit
08/17/2021	10201--Plante Moran		14,342.75 In Transit
08/17/2021	10079--Midwest Tape Hoopla		10,013.52 In Transit
08/17/2021	10011--Midwest Tape		385.09 In Transit
08/17/2021	10010--McCoy Maintenance Inc		9,482.40 In Transit
08/17/2021	10295--Jennifer Harper		233.00 In Transit
08/17/2021	10004--Ingram Library Services		215.57 In Transit
08/17/2021	10027--Great Lakes Ace Hardware		209.89 In Transit
08/17/2021	10000--Baker & Taylor Inc		6,995.16 In Transit
08/17/2021	10016--Advanced Pest Control		268.00 In Transit
08/31/2021	10002--Farmington Community Library		20.00 In Transit
08/31/2021	10002--Farmington Community Library		(20.00) In Transit
08/31/2021	10144--Mutual Of Omaha		1,465.32 In Transit
08/31/2021	10143--Blue Care Network		5,899.61 In Transit
08/31/2021	10164--Tsai Fong Books, Inc		169.32 In Transit
08/31/2021	10015--Toshiba Financial Services		1,483.36 In Transit
08/31/2021	10054--Schindler Elevator Corp		54,356.99 In Transit
08/31/2021	10082--OverDrive, Inc		498.20 In Transit
08/31/2021	10012--NBS		540.00 In Transit
08/31/2021	10128--National Time & Signal Corp		370.00 In Transit
08/31/2021	10284--MBM Technology Solutions		107.50 In Transit
08/31/2021	10050--Lakeshore Learning Materials		322.05 In Transit
08/31/2021	10372--Howell Carnegie District Library		27.00 In Transit
08/31/2021	10047--Fred's Landscape		2,680.50 In Transit
08/31/2021	10040--Foster, Swift, Collins & Smith		63.00 In Transit
08/31/2021	10017--CDW Government Inc		1,279.26 In Transit
08/31/2021	10003--AT&T		727.14 In Transit
08/31/2021	10104--American Library Association		148.00 In Transit
08/31/2021	10079--Midwest Tape Hoopla		7,997.61 In Transit
08/31/2021	10011--Midwest Tape		228.76 In Transit
08/31/2021	10315--MetroNet Consortium		8,883.83 In Transit
08/31/2021	10004--Ingram Library Services		212.29 In Transit
08/31/2021	10027--Great Lakes Ace Hardware		107.96 In Transit
08/31/2021	10026--FJ Lafontaine & Sons Landscaping		870.00 In Transit
08/31/2021	10033--Demco		873.81 In Transit
08/31/2021	10000--Baker & Taylor Inc		7,879.48 In Transit
08/31/2021	10008--Amazon		1,048.97 In Transit
08/31/2021	10002--Farmington Community Library		20.00 In Transit
	<b>Total for Bill.com Clearing</b>		<b>337,112.41</b>
	<b>Bank: Comerica - 4744 - Comerica</b>	<b>Account No: 1852674744</b>	
08/09/2021	10006--Bright House Networks		123.99 08/31/2021
08/10/2021	10009--Consumers Energy		115.64 08/31/2021
08/12/2021	10009--Consumers Energy		129.23 08/31/2021
08/13/2021	10330--Comerica Commerical Card Services		3,737.09 08/31/2021
08/16/2021	10014--T-Mobile		1,130.50 08/31/2021
08/18/2021	10003--AT&T		152.42 08/31/2021
08/19/2021	10005--DTE Energy		4,658.59 08/31/2021
08/19/2021	10005--DTE Energy		13,856.38 08/31/2021
	<b>Total for Comerica - 4744</b>		<b>23,903.84</b>

Motion required:

I move that the Board approve the above expenditures as presented

3  
**GRAND TOTAL: \$465,589.41**



# Farmington Community Library

## Comparative Balance Sheet

### As of August 31, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 08/31/2021	CHANGE	% CHANGE
<b>Assets</b>				
Cash & Cash Equivalents				
000001 - General Checking - Comerica	419,870.53	564,872.09	145,001.56	34.53 %
000002 - General - J Fund - Comerica	2,620,772.32	0.00	(2,620,772.32)	(100.00) %
000004 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
000007 - Payroll Checking - Comerica	240,923.08	277,770.36	36,847.28	15.29 %
000010 - Pamphlet Checking	326.02	0.00	(326.02)	(100.00) %
000011 - Money Market - Comerica	1,694,500.07	4,948,166.05	3,253,665.98	192.01 %
000012 - Winter Millage - Comerica Bank	1,781.92	0.00	(1,781.92)	(100.00) %
000013 - Gift Checking - Talmer Bank	399,061.60	0.00	(399,061.60)	(100.00) %
Total Cash & Cash Equivalents	5,378,495.54	5,792,068.50	413,572.96	7.68 %
<b>Other Assets</b>				
000018 - Accounts Receivable	249,956.62	0.00	(249,956.62)	(100.00) %
000040 - Accounts Receivable - Metro Net	20,914.55	40,284.85	19,370.30	92.61 %
000042 - Accounts Receivable - Friends	44,303.17	44,303.17	0.00	0.00 %
000043 - Accounts Receivable - Interlibrary Loan	0.00	77.58	77.58	100.00 %
000123 - Prepaid Expense	148,617.67	0.00	(148,617.67)	(100.00) %
Total Other Assets	463,792.01	84,665.60	(379,126.41)	(81.74) %
<b>Total Assets</b>	5,842,287.55	5,876,734.10	34,446.55	0.58 %
<b>Liabilities and Equity</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
000202 - Accounts Payable	190,193.07	8,192.01	(182,001.06)	(95.69) %
000203 - Manual Accounts Payable	20,665.73	0.00	(20,665.73)	(100.00) %
000209 - Friends of Library - Book Sale	133.00	3,635.15	3,502.15	2,633.19 %
000216 - Due to Other Governments	9,854.10	9,854.10	0.00	0.00 %
000256 - Year End - other Accruals	59,950.00	0.00	(59,950.00)	(100.00) %
000257 - Accrued Payroll	67,141.05	0.00	(67,141.05)	(100.00) %
000258 - Section 125- Medical Reimbrsmt	281.60	422.40	140.80	50.00 %
000259 - 457 ICMA Voluntary Savings Pla	0.00	3,692.70	3,692.70	100.00 %
000290 - 401(a) MERS Retirement Plan	0.00	793.86	793.86	100.00 %
000291 - MERS Health Care Savings Plan	0.00	1,706.80	1,706.80	100.00 %
000296 - MERS DB Retirement	0.00	177.64	177.64	100.00 %
Total Current Liabilities	348,218.55	28,474.66	(319,743.89)	(91.82) %
<b>Long Term Liabilities</b>				
000331 - Unemployment Liability	401,930.00	401,930.00	0.00	0.00 %
000339 - Unearned Revenues	52,998.45	52,998.45	0.00	0.00 %
Total Long Term Liabilities	454,928.45	454,928.45	0.00	0.00 %
<b>Total Liabilities</b>	803,147.00	483,403.11	(319,743.89)	(39.81) %

Farmington Community Library  
Comparative Balance Sheet  
As of August 31, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 08/31/2021	CHANGE	% CHANGE
Equity				
000390 - Fund Balance	3,958,796.83	5,054,917.66	1,096,120.83	27.68 %
Total Equity	3,958,796.83	5,054,917.66	1,096,120.83	27.68 %
Net Income Current Period	1,080,343.72	338,413.33	(741,930.39)	(68.67) %
Total Liabilities and Equity	5,842,287.55	5,876,734.10	34,446.55	0.58 %



# Farmington Community Library Revenue and Expenditure Report As of August 31, 2021

	Year Ending	Year Ending		Year To Date	
	06/30/2021	ORIGINAL BUDGET	AMENDED BUDGET	08/31/2021	
	END BALANCE			YTD BALANCE	
				% BUDGET	
<b>Revenue</b>					
000404 - Summer Tax Revenue - Hills	3,394,148.18	3,536,531.00	3,536,531.00	1,136,913.05	32.15 %
000405 - Summer Tax Revenue - City	338,444.05	367,945.00	367,945.00	153,609.74	41.75 %
000406 - Winter Tax Revenue - Hills	2,042,434.78	2,070,545.00	2,070,545.00	0.00	0.00 %
000407 - Winter Tax Revenue - City	197,199.55	215,420.00	215,420.00	0.00	0.00 %
000410 - Delinquent Taxes	16,245.10	6,200.00	6,200.00	713.23	11.50 %
000450 - MI Special Assmt/replaced PPT	315,943.41	318,490.00	318,490.00	0.00	0.00 %
000539 - State Penal Fine Revenue	159,114.17	185,000.00	185,000.00	0.00	0.00 %
000540 - State Aid - Farmington Library	78,154.11	60,000.00	60,000.00	0.00	0.00 %
000541 - Grant Revenue	783.90	1,820.00	1,820.00	0.00	0.00 %
000602 - Auditorium Fees	(3,350.00)	0.00	0.00	2,395.00	0.00 %
000603 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	0.00	0.00 %
000642 - Copy Vending Machine Revenue	4,196.22	2,150.00	2,150.00	2,959.55	137.65 %
000643 - Snack Vending Machines Revenue	42.82	45.00	45.00	0.00	0.00 %
000644 - Paver Sales	400.00	0.00	0.00	0.00	0.00 %
000646 - Memorial & Gifts Revenue	9,429.21	11,700.00	11,700.00	8.50	0.07 %
000655 - Fines, Fees & Lost Book	5,363.80	5,400.00	5,400.00	1,018.31	18.86 %
000665 - Interest	2,736.78	3,500.00	3,500.00	511.06	14.60 %
000670 - Interest - Gift Fund only	36.14	30.00	30.00	5.03	16.77 %
000671 - Other Misc Revenue	(15,786.12)	12,280.00	12,280.00	1,031.34	8.40 %
000674 - Gifts From Friends of Library	0.00	62,000.00	62,000.00	0.00	0.00 %
<b>Total Revenue</b>	<b>6,555,536.10</b>	<b>6,869,056.00</b>	<b>6,869,056.00</b>	<b>1,299,164.81</b>	<b>18.91 %</b>
<b>Expenses</b>					
<b>Payroll and Related Expenses</b>					
000702 - Salaries & Wage Expense	1,998,609.34	2,668,800.00	2,668,800.00	301,840.57	11.31 %
000709 - Employers FICA expense	143,170.99	204,600.00	204,600.00	26,358.27	12.88 %
000723 - OPEB Expense	78,425.96	116,300.00	116,300.00	(949.12)	(0.82) %
000724 - Retiree Health Ins	130,662.74	150,800.00	150,800.00	32,586.78	21.61 %
000725 - Dental, Optical, & Hearing	0.00	30,000.00	30,000.00	1,529.17	5.10 %
000726 - Hospitalization Insurance	229,782.10	307,100.00	307,100.00	61,628.10	20.07 %
000727 - Group Life - Mutual of Omaha	12,268.61	20,400.00	20,400.00	3,516.47	17.24 %
000728 - Retirement Fund - Employers	175,678.50	204,780.00	204,780.00	42,222.49	20.62 %
000729 - Unemployment Compensation	203,727.05	0.00	0.00	0.00	0.00 %
<b>Total Payroll and Related Expenses</b>	<b>2,972,325.29</b>	<b>3,702,780.00</b>	<b>3,702,780.00</b>	<b>468,732.73</b>	<b>12.66 %</b>
<b>Other Expenses</b>					
000750 - Office Supplies	10,289.34	12,050.00	12,050.00	1,158.81	9.62 %
000752 - Operating Supplies	14,484.66	19,450.00	19,450.00	3,952.93	20.32 %
000754 - Vending Equipment & Supplies	14,095.42	19,500.00	19,500.00	2,922.77	14.99 %
000791 - Newspapers & Periodicals	34,006.10	38,000.00	38,000.00	22,399.27	58.95 %

# Farmington Community Library Revenue and Expenditure Report As of August 31, 2021

	Year Ending	Year Ending	Year To Date	% BUDGET	
	06/30/2021	06/30/2022	08/31/2021		
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
000801 - Professional Services	605,751.28	275,000.00	275,000.00	22,441.06	8.16 %
000802 - Friends - Credit Crd pass thru	0.00	0.00	0.00	(150.00)	0.00 %
000850 - Telephone	19,286.59	20,460.00	20,460.00	3,742.36	18.29 %
000851 - Postage	1,725.87	7,000.00	7,000.00	0.00	0.00 %
000860 - Transportation	709.14	1,090.00	1,090.00	0.00	0.00 %
000880 - Programming & Publicity	14,798.16	15,000.00	15,000.00	821.05	5.47 %
000900 - Processing	0.00	12,000.00	12,000.00	6,241.00	52.01 %
000902 - Friends Gift Purchases	1,750.00	0.00	0.00	2,158.75	0.00 %
000911 - Training & Conferences	12,623.10	15,175.00	15,175.00	160.00	1.05 %
000915 - Memberships	6,565.37	18,100.00	18,100.00	3,441.19	19.01 %
000918 - Water	36,732.73	37,250.00	37,250.00	0.00	0.00 %
000920 - Electricity	176,371.69	188,000.00	188,000.00	18,515.00	9.85 %
000921 - Heat	22,895.96	26,000.00	26,000.00	244.87	0.94 %
000925 - Landscaping /Snow Removal	30,907.16	39,500.00	39,500.00	6,914.00	17.50 %
000931 - Repairs & Maintenance Supplies	46,581.73	69,000.00	69,000.00	2,691.25	3.90 %
000934 - Maintenance Contracts	301,711.85	300,000.00	300,000.00	113,066.34	37.69 %
000935 - Insurance & Bonds	69,542.55	71,620.00	71,620.00	70,538.00	98.49 %
000949 - Technology Upgrades	44,282.08	155,000.00	155,000.00	0.00	0.00 %
000950 - E Library Cataloging (OCLC)	20,416.26	20,420.00	20,420.00	20,504.68	100.41 %
000955 - Miscellaneous	648.61	7,000.00	7,000.00	207.40	2.96 %
000957 - COVID-19	30,187.24	55,825.00	55,825.00	0.00	0.00 %
000975 - Building & Improvements	180,574.50	300,000.00	300,000.00	67,356.99	22.45 %
000980 - Furniture/Furnishings	0.00	40,000.00	40,000.00	0.00	0.00 %
000981 - Vehicle	521.95	1,050.00	1,050.00	0.00	0.00 %
000982 - Books	219,858.24	245,000.00	245,000.00	30,205.84	12.33 %
000984 - Software	45,760.19	75,000.00	75,000.00	3,760.16	5.01 %
000985 - Equipment	5,602.52	50,525.00	50,525.00	35,572.40	70.41 %
000986 - Computers	12.99	35,000.00	35,000.00	0.00	0.00 %
000987 - Integrated Library System	0.00	70,000.00	70,000.00	0.00	0.00 %
000988 - Audio Visual	18,547.35	42,000.00	42,000.00	1,952.06	4.65 %
000989 - Information Resources	191,255.20	205,735.00	205,735.00	45,289.13	22.01 %
000990 - Video/ DVD/ Movie Collection	78,656.12	81,600.00	81,600.00	3,151.54	3.86 %
000991 - TLN (formerly Metro Net)	25,589.14	30,000.00	30,000.00	2,560.17	8.53 %
Total Other Expenses	2,282,741.09	2,598,350.00	2,598,350.00	491,819.02	18.93 %
Total Expenses	5,255,066.38	6,301,130.00	6,301,130.00	960,551.75	15.24 %
Transfers					
000995 - Transfer out	(220,126.00)	(567,926.00)	(567,926.00)	0.00	0.00 %
Total Transfers	(220,126.00)	(567,926.00)	(567,926.00)	0.00	0.00 %
Total Revenue in Excess of Expenses	1,080,343.72	0.00	0.00	338,613.06	0.00 %



Farmington Cor. Unity Library  
 Comparative Balance Sheet  
 As of August 31, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 08/31/2021	CHANGE	% CHANGE
<b>Assets</b>				
Cash & Cash Equivalents	352,745.48	353,466.75	721.27	0.20 %
00017 - Library Endowment Fund	352,745.48	353,466.75	721.27	0.20 %
Total Cash & Cash Equivalents	352,745.48	353,466.75	721.27	0.20 %
<b>Liabilities and Equity</b>				
Equity				
000375 - Fund Balance - Restricted - Farmington Branch	100,000.00	100,000.00	0.00	0.00 %
000380 - Fund Balance - Committed - future endowments	254,510.45	252,745.48	(1,764.97)	(0.69) %
Total Equity	354,510.45	352,745.48	(1,764.97)	(0.49) %
Net Income Current Period	(1,764.97)	721.27	2,486.24	(140.86) %
Total Liabilities and Equity	352,745.48	353,466.75	721.27	0.20 %

Farmington Community Library  
 Revenue and Expenditure Report  
 As of August 31, 2021

Revenue  
 000669 - Investment Gain Loss  
 Total Revenue  
 Total Revenue in Excess of Expenses

Year Ending	Year To Date
06/30/2021	08/31/2021
END BALANCE	YTD BALANCE
(1,764.97)	721.27
(1,764.97)	721.27
(1,764.97)	721.27



Farmington Community Library  
Comparative Balance Sheet  
As of August 31, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 08/31/2021	CHANGE	% CHANGE
<b>Assets</b>				
Cash & Cash Equivalents	1,827.14	0.00	(1,827.14)	(100.00) %
00006 - Capital Reserve Money Market	0.00	2,301,389.58	2,301,389.58	100.00 %
00011 - Money Market - Comerica	2,299,542.65	0.00	(2,299,542.65)	(100.00) %
00014 - Capital Reserve Cash	2,301,369.79	2,301,389.58	19.79	0.00 %
Total Cash & Cash Equivalents	2,301,369.79	2,301,389.58	19.79	0.00 %
<b>Liabilities and Equity</b>				
Equity				
000390 - Fund Balance	2,080,794.71	2,301,369.79	220,575.08	10.60 %
Total Equity	2,080,794.71	2,301,369.79	220,575.08	10.60 %
Net Income Current Period	220,575.08	19.79	(220,555.29)	(99.99) %
Total Liabilities and Equity	2,301,369.79	2,301,389.58	19.79	0.00 %

Farmington Community Library  
Revenue and Expenditure Report  
As of August 31, 2021

	Year Ending 06/30/2021 END BALANCE	Year To Date 08/31/2021 YTD BALANCE
Revenue		
000665 - Interest	449.08	19.79
Total Revenue	<u>449.08</u>	<u>19.79</u>
Transfers		
000699 - Transfer in	220,126.00	0.00
Total Transfers	<u>220,126.00</u>	<u>0.00</u>
Total Revenue in Excess of Expenses	<u>220,575.08</u>	<u>19.79</u>

Farmington Cor. Community Library  
Comparative Balance Sheet  
As of August 31, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 08/31/2021	CHANGE	% CHANGE
<b>Assets</b>				
Cash & Cash Equivalents	15,776.98	0.00	(15,776.98)	(100.00) %
00015 - Employee Benefit J Fund	15,776.98	0.00	(15,776.98)	(100.00) %
Total Cash & Cash Equivalents	15,776.98	0.00	(15,776.98)	(100.00) %
<b>Liabilities and Equity</b>				
Equity				
000390 - Fund Balance	31,998.39	(0.13)	(31,998.52)	(100.00) %
Total Equity	31,998.39	(0.13)	(31,998.52)	(100.00) %
Net Income Current Period	(16,221.41)	0.13	16,221.54	(100.00) %
Total Liabilities and Equity	15,776.98	0.00	(15,776.98)	(100.00) %

Farmington Community Library  
Revenue and Expenditure Report  
As of August 31, 2021

	Year Ending 06/30/2021	Year To Date 08/31/2021
Revenue		
000665 - Interest	9.24	0.13
Total Revenue	9.24	0.13
Expenses		
Other Expenses		
000955 - Miscellaneous	16,230.65	0.00
Total Other Expenses	16,230.65	0.00
Total Expenses	16,230.65	0.00
Total Revenue in Excess of Expenses	(16,221.41)	0.13



Farmington Community Library  
 Investment Report  
 Month Ending July 31, 2021

Account Name	Balance	Current Rate	Current Month Interest	YTD Interest Income (by Calendar Year)	Investment Type	GL Acct
Comerica General Operating J Fund	2,620,794.71	0.010%	22.29	186.13	Investment	000002
Comerica Capital Reserve Money Market	1,827.27	0.08%	0.13	0.95	Money Market	000006
Comerica Millage Money Market	1,397,875.08	0.08%	77.67	1,108.72	Money Market	000011
Comerica Capital Reserve J Fund	2,299,562.30	0.010%	18.29	148.29	Investment	000014
Comerica Fringe Benefits J Fund	15,777.11	0.010%	0.23	2.44	Investment	000015
Fidelity Liberty Endowment	353,466.75	0.00%	721.27	(663.16)	Investment	000017
	<u>6,689,303.22</u>			<u>783.37</u>		