



**Farmington Community Library
Board of Trustees Meeting
Thursday, February 08, 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.
February 08, 2024

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of January Minutes
- **Treasurers Report**
 - Financial Reports
 - Approval of January operating bills 2023 bills
- **Friends of the Library**
- **Director's Report**
- **Unfinished Business**
 - Michigan Class
 - Defined Contribution waiting period.
 - Meeting room rental fees
- **Sub-Committee Updates**
- **New Business**
 - Hold pick-up lockers
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – January 11, 2024**

Board Members Present: Murphy, Brown, White, McClellan, Muthukuda, Snodgrass

Board Members Absent: Hahn, Doby (Doby will arrive late)

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

Staff Members Absent: Peterson

CALL TO ORDER

The Regular Board Meeting was called to order at 6:04 by President Ernie McClellan..

APPROVAL OF AGENDA

MOTION by Brown to approve the Agenda for the January 11, 2024 Board meeting with the addition of “Master Plan” to Committee Updates 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 December 14, 2023, was supported by Brown.

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

Opposed: None

Motion passed.

TREASURER’S REPORT (K. Brown)

MOTION by Brown to approve November expenditures totaling \$393,304.18 was supported by White.

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

Opposed: None

Motion passed.

MOTION by Brown to receive and file December 2023 financial reports was supported by Muthukuda.

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

Opposed: None

Motion passed.

C. Dobby arrives.

FRIENDS’ REPORT (S. Charlebois)

- Friends made roughly \$25,000 from book sales and \$75,000 from memberships. These are nearly pre-2008-recession levels.
- Wade Rouse (pen name Viola Shipman) will be the Friends’ guest author in October.
- Gala will be held first Friday in June.



Plante & Moran, PLLC
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Southfield, MI 48075
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

February 5, 2024

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

Re: January 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

Note: We are unable to obtain online banking access to the Liberty Endowment account located at Fidelity. This account will be updated upon receipt of the paper statement.

Thank you.

Disclaimer: These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

Farmington Community Library Check register

Date	Vendor	Document no.	Amount Cleared
	Bank:	Account no	
01/08/2024	10014--T-Mobile		28.60 01/31/2024
01/09/2024	10584--Spectrum Enterprise		125.06 01/31/2024
01/09/2024	10009--Consumers Energy		929.21 01/31/2024
01/11/2024	10009--Consumers Energy		1,624.95 01/31/2024
01/12/2024	10014--T-Mobile		1,128.80 01/31/2024
01/16/2024	10330--Comerica Commerical Card Services		1,866.88 01/31/2024
01/16/2024	10585--David Rogers	27213	300.00 01/31/2024
01/16/2024	10147--EHIM		116.10 01/31/2024
01/16/2024	10147--EHIM		1,100.70 01/31/2024
01/16/2024	10586--Amber Mitchell	27212	200.00 01/31/2024
01/16/2024	10588--4Imprint	27210	1,530.09 01/31/2024
01/16/2024	10063--City Of Farmington - Water		3,403.28 01/31/2024
01/17/2024	10019--Clear Rate Communications		373.45 01/31/2024
01/18/2024	10587--Matick Construction	27209	1,500.00 01/31/2024
01/19/2024	10005--DTE Energy		10,720.97 01/31/2024
01/19/2024	10005--DTE Energy		3,842.76 01/31/2024
01/23/2024	10021--Home Depot Credit Services		277.69 01/31/2024
01/25/2024	10144--Mutual Of Omaha		1,783.18 01/31/2024
01/25/2024	10004--Ingram Library Services		2,824.31 01/31/2024
01/25/2024	10004--Ingram Library Services		1,422.32 01/31/2024
01/25/2024	10502--Amazon Capital Services		390.90 01/31/2024
01/29/2024	10003--AT&T		798.27 01/31/2024
	Total for Comerica 01-4744		<u>36,287.52</u>
	Bank:	Accc	
01/03/2024	10140--ADP, LLC		26,381.82 01/31/2024
01/03/2024	10126--Michigan Employers Retirement		5,788.04 01/31/2024
01/03/2024	10126--Michigan Employers Retirement		1,438.30 01/31/2024
01/03/2024	10126--Michigan Employers Retirement		1,743.13 01/31/2024
01/03/2024	10126--Michigan Employers Retirement		4,051.12 01/31/2024
01/03/2024	10126--Michigan Employers Retirement		6,167.09 01/31/2024
01/17/2024	10140--ADP, LLC		51.35 01/31/2024
01/17/2024	10140--ADP, LLC		27,902.91 01/31/2024
01/19/2024	10589--Paylocity		1,435.55 01/31/2024
01/19/2024	10140--ADP, LLC		4,059.96 01/31/2024
01/19/2024	10140--ADP, LLC		(4,178.00) 01/31/2024
01/19/2024	10140--ADP, LLC		4,178.00 01/31/2024
01/19/2024	10126--Michigan Employers Retirement		5,335.12 01/31/2024
01/19/2024	10126--Michigan Employers Retirement		(6,011.03) 01/31/2024
01/19/2024	10126--Michigan Employers Retirement		6,011.03 01/31/2024
01/19/2024	10126--Michigan Employers Retirement		1,438.30 01/31/2024
01/19/2024	10126--Michigan Employers Retirement		1,844.38 01/31/2024
01/19/2024	10126--Michigan Employers Retirement		4,342.19 01/31/2024
01/19/2024	10126--Michigan Employers Retirement		6,011.03 01/31/2024
01/31/2024	10589--Paylocity		51.35 01/31/2024
01/31/2024	10589--Paylocity		26,599.65 01/31/2024
01/31/2024	10140--ADP, LLC		(51.35) 01/31/2024
01/31/2024	10140--ADP, LLC		(26,599.65) 01/31/2024
01/31/2024	10126--Michigan Employers Retirement		(1,835.34) 01/31/2024
01/31/2024	10140--ADP, LLC		26,599.65 01/31/2024
01/31/2024	10140--ADP, LLC		51.35 01/31/2024
01/31/2024	10126--Michigan Employers Retirement		1,835.34 01/31/2024
			<u>124,641.29</u>
	Bank: Bill.com Clearing - Bill.com Money Out Clearing	Account no:	
01/04/2024	10315--MetroNet Consortium		6,992.66 In Transit
01/04/2024	10046--EnvisionWare, Inc		105,074.37 In Transit
01/04/2024	10020--Gordon Food Service Inc		42.82 In Transit
01/04/2024	10027--Great Lakes Ace Hardware		5.64 In Transit
01/04/2024	10553--Thomas Kline/Crimson Multimedia		124.33 In Transit
01/04/2024	10000--Baker & Taylor Inc		15,190.69 In Transit
01/04/2024	10011--Midwest Tape		660.72 In Transit
01/04/2024	10011--Midwest Tape		4,513.71 In Transit
01/09/2024	10082--OverDrive, Inc		3,000.00 In Transit
01/09/2024	10002--Farmington Community Library		6,923.10 In Transit
01/09/2024	10228--Waug's Electric Service, Inc.		150.00 In Transit
01/09/2024	10032--The Friends Of The Library		1,572.52 In Transit
01/09/2024	10583--Sokolya Ukrainian Books LLC		1,169.55 In Transit

Farmington Community Library Check register

Date	Vendor	Document no.	Amount Cleared
01/09/2024	10220--PTS Communications		150.00 In Transit
01/09/2024	10201--Plante Moran		6,443.93 In Transit
01/09/2024	10342--OnSolve, LLC		32.00 In Transit
01/09/2024	10041--Naeir		141.30 In Transit
01/09/2024	10573--MCD Architects		5,700.00 In Transit
01/09/2024	10010--McCoy Maintenance Inc		10,465.00 In Transit
01/09/2024	10121--Library Ideas		131.00 In Transit
01/09/2024	10049--Johnson Controls Fire Protection		1,880.25 In Transit
01/09/2024	10464--International Minute Press		756.42 In Transit
01/09/2024	10092--I.T.I, Inc,		132.17 In Transit
01/09/2024	10026--FJ Lafontaine & Sons Landscaping		1,180.00 In Transit
01/09/2024	10334--FastSigns		286.00 In Transit
01/09/2024	10017--CDW Government Inc		934.80 In Transit
01/09/2024	10143--Blue Care Network		37,812.78 In Transit
01/09/2024	10141--Benistar/UA-6803		5,137.74 In Transit
01/09/2024	10454--Allied Building Services of Detroit, Inc.		922.52 In Transit
01/09/2024	10004--Ingram Library Services		2,092.26 In Transit
01/16/2024	10002--Farmington Community Library		20.00 In Transit
01/16/2024	10473--Xemplar Club		150.00 In Transit
01/16/2024	10029--Unique		265.95 In Transit
01/16/2024	10335--St. Clair County Library		22.00 In Transit
01/16/2024	10012--NBS		577.00 In Transit
01/16/2024	10498--Muniweb		195.00 In Transit
01/16/2024	10317--Greater Farmington Area Chamber of Commerce		450.00 In Transit
01/16/2024	10091--Elm Usa Inc		275.95 In Transit
01/16/2024	10037--Dorothy Hinton		160.00 In Transit
01/16/2024	10231--CCH Incorporated		230.96 In Transit
01/16/2024	10454--Allied Building Services of Detroit, Inc.		650.00 In Transit
01/16/2024	10280--Alan C. Young & Assoc.		6,300.00 In Transit
01/16/2024	10027--Great Lakes Ace Hardware		22.77 In Transit
01/16/2024	10497--Elevate Technology Partners		26,650.00 In Transit
01/16/2024	10268--Blackbaud, Inc.		7,411.26 In Transit
01/17/2024	10042--Rowan & Littlefield Publishing Group		459.99 In Transit
01/17/2024	10033--Demco Inc.		799.16 In Transit
01/17/2024	10079--Midwest Tape Hoopla		11,153.30 In Transit
01/17/2024	10026--FJ Lafontaine & Sons Landscaping		590.00 In Transit
01/22/2024	10565--Rosie Zoldan		(44.44) In Transit
01/23/2024	10565--Rosie Zoldan		44.44 In Transit
01/23/2024	10502--Amazon Capital Services		986.48 In Transit
01/23/2024	10002--Farmington Community Library		11,030.62 In Transit
01/23/2024	10143--Blue Care Network		30,563.46 In Transit
01/23/2024	10500--Fedco Seeds		373.30 In Transit
01/23/2024	10221--Jennifer Willard		96.87 In Transit
01/23/2024	10012--NBS		2,690.00 In Transit
01/23/2024	10187--Network Services Company		1,525.14 In Transit
01/23/2024	10227--Royal Roofing		2,800.00 In Transit
01/23/2024	10035--The Library Network		1,064.00 In Transit
01/23/2024	10553--Thomas Kline/Crimson Multimedia		326.32 In Transit
01/23/2024	10000--Baker & Taylor Inc		5,081.75 In Transit
01/23/2024	10141--Benistar/UA-6803		9,983.88 In Transit
01/23/2024	10020--Gordon Food Service Inc		425.20 In Transit
01/23/2024	10011--Midwest Tape		3,275.40 In Transit
01/23/2024	10201--Plante Moran		15,752.51 In Transit
01/23/2024	10031--Quill LLC		1,834.98 In Transit
01/25/2024	10027--Great Lakes Ace Hardware		18.99 In Transit
01/25/2024	10415--Howell Nature Center		50.00 In Transit
01/25/2024	10050--Lakeshore Learning Materials		10.00 In Transit
01/25/2024	10587--Matick Construction		1,500.00 In Transit
01/25/2024	10318--Morningstar		4,470.00 In Transit
01/25/2024	10042--Rowan & Littlefield Publishing Group		191.83 In Transit
01/25/2024	10309--Sharon Lu		30.71 In Transit
01/25/2024	10553--Thomas Kline/Crimson Multimedia		104.11 In Transit
01/25/2024	10000--Baker & Taylor Inc		15,923.76 In Transit
01/25/2024	10186--Cengage Learning Inc / Gale		95,619.85 In Transit
01/25/2024	10047--Fred's Landscape		1,700.00 In Transit
01/25/2024	10011--Midwest Tape		4,005.12 In Transit
01/25/2024	10082--OverDrive, Inc		6,259.73 In Transit
01/30/2024	10502--Amazon Capital Services		359.33 In Transit
01/30/2024	10364--Blick Art Materials		70.74 In Transit
01/30/2024	10025--Danboise Mechanical Inc		530.45 In Transit
01/30/2024	10221--Jennifer Willard		417.28 In Transit

**Farmington Community Library
Check register**

Date	Vendor	Document no.	Amount Cleared
01/30/2024	10156--Kelley Siegrist		247.00 In Transit
01/30/2024	10220--PTS Communications		150.00 In Transit
01/30/2024	10035--The Library Network		2,915.63 In Transit
01/30/2024	10023--Witt Mechanical, Inc		627.00 In Transit
01/30/2024	10000--Baker & Taylor Inc		11,565.86 In Transit
01/30/2024	10011--Midwest Tape		428.70 In Transit
01/30/2024	10011--Midwest Tape		2,790.50 In Transit
	Total for Bill.com Clearing		<u><u>513,798.12</u></u>

Motion Required:

I move that the Board approve the expenditures as presented
GRAND TOTAL: \$674,726.93

**Farmington Community Library
Comparative Balance Sheet
As of January 31, 2024**

	PERIOD ENDED 06/30/2023	PERIOD ENDED 01/31/2024	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
001000 - General Checking - Comerica	488,077.20	1,204,524.19	716,446.99	146.78 %
004000 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
007000 - Payroll Checking - Comerica	190,885.33	255,204.67	64,319.34	33.69 %
011000 - Millage Money Market Comerica	6,929,824.20	8,130,356.49	1,200,532.29	17.32 %
Total Cash & Cash Equivalents	7,610,046.73	9,591,345.35	1,981,298.62	26.03 %
Other Assets				
018000 - Accounts Receivable	182,349.50	0.00	(182,349.50)	(100.00) %
040000 - Accounts Receivable - Metro Net	4,166.74	151,755.72	147,588.98	3,542.07 %
042000 - Accounts Receivable - Friends	60,091.16	62,251.24	2,160.08	3.59 %
123000 - Prepaid Expense	147,740.65	1,156.15	(146,584.50)	(99.21) %
Total Other Assets	394,348.05	215,163.11	(179,184.94)	(45.43) %
Total Assets	8,004,394.78	9,806,508.46	1,802,113.68	22.51 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
202000 - Accounts Payable	299,443.14	68,001.78	(231,441.36)	(77.29) %
202100 - Manual Accounts Payable	33,159.35	0.00	(33,159.35)	(100.00) %
204000 - Friends - Credit Crd pass thru	0.00	650.00	650.00	100.00 %
209000 Friends of the Library - Book Sale	0.00	1,261.75	1,261.75	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	1,344.93	792.15	143.30 %
259000 - 457 ICMA Voluntary Savings Plan	0.00	5,225.59	5,225.59	100.00 %
290000 - 401(a) MERS Retirement Plan	0.00	1,410.08	1,410.08	100.00 %
291000 - MERS Health Care Savings Plan	0.00	2,743.56	2,743.56	100.00 %
296000 - MERS DB Retirement	0.00	573.63	573.63	100.00 %
Total Current Liabilities	452,513.05	108,724.07	(343,788.98)	(75.97) %
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	508,582.01	(402,474.70)	(44.17) %
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	2,204,588.38	1,013,744.04	85.12 %

Farmington Community Library
Comparative Balance Sheet
As of January 31, 2024

Total Liabilities and Equity

PERIOD ENDED 06/30/2023	PERIOD ENDED 01/31/2024	CHANGE	% CHANGE
<u>8,004,394.78</u>	<u>9,806,508.46</u>	<u>1,802,113.68</u>	<u>22.51 %</u>

Farmington Community Library
 Revenue and Expenditure Report
 As of January 31, 2024

	Year Ending 06/30/2023	Year Ending 06/30/2024	Year To Date 01/31/2024	% 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	3,845,028.08	97.75 %
405000 - Summer Tax Revenue - City	359,942.66	382,464.00	382,464.00	377,566.73	98.72 %
406000 - Winter Tax Revenue - Hills	2,105,590.64	2,303,116.00	2,303,116.00	1,342,394.87	58.29 %
407000 - Winter Tax Revenue - City	212,093.98	238,168.00	238,168.00	158,454.96	66.53 %
411000 - Delinquent Taxes	95,602.96	16,250.00	16,250.00	2,257.60	13.89 %
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	15,992.26	553.37 %
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	10,126.46	67.51 %
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	14,887.78	46.31 %
643000 - Snack Vending Machine Revenue	4,819.74	3,670.00	3,670.00	888.61	24.21 %
644000 - Paver Sales	471.00	450.00	450.00	148.00	32.89 %
646000 - Memorial & Gifts Revenue	6,385.00	11,700.00	11,700.00	3,935.00	33.63 %
658000 - Fines, Fees & Lost Book	5,573.95	6,400.00	6,400.00	4,555.36	71.18 %
665000 - Interest	134,530.18	132,100.00	132,100.00	124,782.29	94.46 %
674000 - Gifts From Friends of Library	105,111.59	122,470.00	122,470.00	127,124.51	103.80 %
684000 - Other Misc Revenue	4,239.83	26,280.00	26,280.00	21,353.17	81.25 %
Total Revenue	7,270,018.26	7,795,580.00	7,795,580.00	6,059,495.68	77.73 %
Expenses					
Payroll					
702000 - Salaries & Wage Expense	2,430,226.89	3,250,600.00	3,250,600.00	1,580,640.69	48.63 %
709000 - Employers FICA Expense	178,071.03	249,400.00	249,400.00	115,697.57	46.39 %
716000 - OPEB Expense	98,813.65	139,000.00	139,000.00	57,809.23	41.59 %
717000 - Retiree Health Ins	110,475.44	69,800.00	69,800.00	42,488.49	60.87 %
718000 - Dental, Optical & Hearing	24,139.74	30,000.00	30,000.00	12,382.68	41.28 %
719000 - Hospitalization Insurance	292,870.88	376,900.00	376,900.00	222,825.39	59.12 %
720000 - Group Life - Mutual of Omaha	16,108.09	24,200.00	24,200.00	12,043.78	49.77 %
721000 - Retirement Fund - Employers	364,146.09	299,620.00	299,620.00	167,692.58	55.97 %
Total Payroll	3,514,851.81	4,439,520.00	4,439,520.00	2,211,580.41	49.82 %
Operating Expenses					
750000 - Office Supplies	12,252.14	15,000.00	15,000.00	4,759.24	31.73 %
752000 - Operating Supplies	16,360.06	24,450.00	24,450.00	8,931.18	36.53 %
754000 - Vending Equipment & Supplies	10,359.58	36,900.00	36,900.00	14,647.80	39.70 %
791000 - Newspapers & Periodicals	25,908.13	38,000.00	38,000.00	34,075.54	89.67 %
801000 - Professional Services	261,702.19	275,000.00	275,000.00	184,290.71	67.01 %

Farmington Community Library Revenue and Expenditure Report As of January 31, 2024

	Year Ending	Year Ending	Year Ending	Year To Date	% BUDGET
	06/30/2023	06/30/2024	AMENDED BUDGET	01/31/2024	
	END BALANCE	ORIGINAL BUDGET		YTD BALANCE	
810000 - Bank Fee	0.00	0.00	0.00	7,517.20	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	90,328.54	69.48 %
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	19,366.35	79.05 %
831500 - Memberships	6,373.29	10,100.00	10,100.00	7,155.00	70.84 %
850000 - Telephone	22,877.79	21,000.00	21,000.00	8,528.46	40.61 %
851000 - Postage	4,794.01	7,250.00	7,250.00	4,675.91	64.50 %
860000 - Transportation	1,698.62	5,000.00	5,000.00	680.26	13.61 %
881000 - Publicity	0.00	55,000.00	55,000.00	3,693.33	6.72 %
880000 - Programming	40,540.36	20,000.00	20,000.00	2,541.02	12.71 %
900000 - Processing	8,632.10	37,000.00	37,000.00	1,843.26	4.98 %
920000 - Electricity	201,585.97	188,000.00	188,000.00	106,149.19	56.46 %
921000 - Heat	41,329.48	44,000.00	44,000.00	6,765.18	15.38 %
922000 - Water	35,279.36	37,250.00	37,250.00	11,009.70	29.56 %
930000 - Maintenance/Repairs	51,919.88	52,000.00	52,000.00	34,669.98	66.67 %
931000 - Repairs & Maintenance Supplies	22,589.18	39,000.00	39,000.00	12,359.95	31.69 %
934000 - Maintenance Contracts	232,133.88	250,000.00	250,000.00	164,398.40	65.76 %
935000 - Landscaping / Snow Removal	42,765.78	45,000.00	45,000.00	21,963.49	48.81 %
955000 - Miscellaneous	5,240.20	7,000.00	7,000.00	4,964.62	70.92 %
970000 - Capital Outlay	105,074.38	215,000.00	215,000.00	109,879.89	51.11 %
975000 - Building & Improvements	380,115.59	350,000.00	350,000.00	26,982.35	7.71 %
980000 - Furniture/Furnishings	23,803.22	60,000.00	60,000.00	4,983.06	8.31 %
981000 - Vehicle	1,813.77	1,850.00	1,850.00	889.99	48.11 %
982000 - Books	260,680.27	278,000.00	278,000.00	176,449.74	63.47 %
983000 - eBooks	84,551.13	100,000.00	100,000.00	61,757.68	61.76 %
984000 - Software	39,121.70	52,455.00	52,455.00	12,773.24	24.35 %
984500 - Technology Upgrades	22,953.33	155,000.00	155,000.00	78,736.00	50.80 %
985000 - Equipment	125,418.52	125,000.00	125,000.00	22,751.79	18.20 %
986000 - Computers	25,093.04	35,000.00	35,000.00	1,800.01	5.14 %
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	14,912.06	27.77 %
989000 - Information Resources	196,447.85	241,600.00	241,600.00	141,085.80	58.40 %
989100 - Video / DVD / Movie Collection	46,971.24	68,450.00	68,450.00	23,923.28	34.95 %
989200 - TLN (Formerly Metro Net)	13,800.59	36,500.00	36,500.00	9,210.13	25.23 %

**Farmington Community Library
Revenue and Expenditure Report
As of January 31, 2024**

	Year Ending 06/30/2023	Year Ending 06/30/2024	Year Ending 06/30/2024	Year To Date 01/31/2024	%
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	BUDGET
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 %
991100 - Principal Expense - IT Subscriptions	77,669.00	0.00	0.00	0.00	0.00 %
991100 - Principal Expense - IT Subscriptions	77,669.00	0.00	0.00	0.00	0.00 %
Total 991100 - Principal Expense - IT Subscriptions	77,669.00	0.00	0.00	0.00	0.00 %
Total Operating Expenses	2,782,882.11	3,445,050.00	3,445,050.00	1,643,326.89	47.70 %
Total Expenses	6,297,733.92	7,884,570.00	7,884,570.00	3,854,907.30	48.89 %
Transfers					
699000 - Transfer In	240,075.00	215,000.00	215,000.00	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	88,990.00	88,990.00	0.00	0.00 %
Total Revenue In Excess of Expenses	1,190,844.34	0.00	0.00	2,204,588.38	0.00 %

Farmington Community Library
Comparative Balance Sheet
As of January 31, 2024

	PERIOD ENDED 06/30/2023	PERIOD ENDED 01/31/2024	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents	557,892.28	571,920.56	14,028.28	2.51 %
017000 - Library Endowment Fund	557,892.28	571,920.56	14,028.28	2.51 %
Total Cash & Cash Equivalents	<u>557,892.28</u>	<u>571,920.56</u>	<u>14,028.28</u>	<u>2.51 %</u>
Liabilities and Equity				
Equity	100,000.00	100,000.00	0.00	0.00 %
375000 - Fund Balance - Restricted - Farmington Branch	246,623.39	457,892.28	211,268.89	85.66 %
380000 - Fund Balance - Committed - future endowments	346,623.39	557,892.28	211,268.89	60.95 %
Total Equity	<u>211,268.89</u>	<u>14,028.28</u>	<u>(197,240.61)</u>	<u>(93.35) %</u>
Net Income BS	557,892.28	571,920.56	14,028.28	2.51 %
Total Liabilities and Equity	<u>557,892.28</u>	<u>571,920.56</u>	<u>14,028.28</u>	<u>2.51 %</u>

Farmington Community Library
Revenue and Expenditure Report
As of January 31, 2024

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

Year Ending 06/30/2023	Year To Date 01/31/2024
END BALANCE	YTD BALANCE
199,831.33	0.00
11,437.56	14,028.28
211,268.89	14,028.28
211,268.89	14,028.28

Farmingington Community Library
 Comparative Balance Sheet
 As of January 31, 2024

	PERIOD ENDED 06/30/2023	PERIOD ENDED 01/31/2024	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents	2,751,848.52	2,795,329.97	43,481.45	1.58 %
011000 - Millage Money Market Comerica	2,751,848.52	2,795,329.97	43,481.45	1.58 %
Total Cash & Cash Equivalents	2,751,848.52	2,795,329.97	43,481.45	1.58 %
Liabilities and Equity				
Equity	2,920,151.25	2,751,848.52	(168,302.73)	(5.76) %
390000 - Fund Balance	2,920,151.25	2,751,848.52	(168,302.73)	(5.76) %
Total Equity	(168,302.73)	43,481.45	211,784.18	(125.83) %
Net Income BS	2,751,848.52	2,795,329.97	43,481.45	1.58 %
Total Liabilities and Equity	2,751,848.52	2,795,329.97	43,481.45	1.58 %

Farmington Community Library
 Revenue and Expenditure Report
 As of January 31, 2024

Revenue
 665000 - Interest
 Total Revenue
 Transfers
 699000 - Transfer In
 995000 - Transfer Out
 Total Transfers
 Total Revenue in Excess of Expenses

	Year Ending 06/30/2023	Year To Date 01/31/2024
END BALANCE	50,257.27	43,481.45
	<u>50,257.27</u>	<u>43,481.45</u>
	21,515.00	0.00
	240,075.00	0.00
	<u>(218,560.00)</u>	<u>0.00</u>
	<u>(168,302.73)</u>	<u>43,481.45</u>

Farmington Community Library
 Investment Report
 Month Ending December 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
					Investment	Investment (by Calendar Year)		
America Millage Money Market	11,024,877.59	2.72%	26,034.80	-	274,575.24		Money Market	011000
Fidelity Liberty Endowment	571,920.56	N/A	-	4,359.30	24,416.93		Investment	017000
	<u>11,596,798.15</u>				<u>299,092.17</u>			

Director's Report February 2024

Patron Comments

Included in your Board packet.

Battle of the Books

Battle of the Books will be held on Monday, April 15 from 7:00 – 9:00 PM. The Teen department is looking for volunteers to help with the program. In the past Board members have helped with scoring and costume judging. Please let me know if you are interested in volunteering.

State of the Cities

The State of the Cities will be held on Wednesday, March 6 at 9:00 AM. Both Mayor Rich and Mayor LaRussa have agreed to speak about the library in their speeches.

Bosch Grant

It's time for the Bosch Grant! Submissions are due mid March. This year we are looking to fund LED Lighting, Udemy, and the Seed Library.

New Library Cards

The new library cards are in! These new cards are based on designs submitted for the Library Card Design Contest. I will have samples at the meeting.

Article in Farmington Observer

The Farmington Observer contacted us asking for a list of the most checked out titles of the past year. They asked questions about our purchasing process. They were also contacting other libraries – Westland, Livonia, etc.

Draft Budget FY 2024–2025

A draft budget needs to be submitted to the Board at the March meeting. I will be working with Plante Moran to get initial numbers. And working with Peter on any building projects that will be needed in the next FY.

Bookmobile Discussion Workgroup

This committee met on January 16 to start the discussion on the feasibility of a bookmobile. The discussion centered around Why? Or how does a bookmobile benefit the community? The pros of having one and the challenges. And what we would need to implement. Next steps include researching where the bookmobile would go in the community and the cost.

Millage Discussion Meeting

A millage discussion meeting will take place on February 15 at 7:00 PM. This will be to start the process of forming a committee and the paperwork required. Also, we will look at a draft publicity timeline and checklist for the campaign. And a list of the non-campaign items/communication efforts the Library will be doing.

Submitted by

Kelley Siegrist

Director



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.



Suggestion:

It would be nice if you could get some chairs that stay by the shelves - this would help when I'm not able to get very low to look at books

I talked with Ms. Matheny - she mentioned that ~~there~~ there stools near by / A very nice librarian brought me a chair

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?

I needed assistance with printing several photos from my cell. Adrian Clark was extremely knowledgeable and helpful as well as kind. He is an asset to the library.

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?

Sandy is so patient and flexible with slow time. She has really fostered a love for reading and libraries in my daughter Olivia.

Turn over to leave a suggestion for Library staff.