



**Farmington Community Library
Board of Trustees Meeting
Thursday, SEPTEMBER 12, 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.
September 12, 2024

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of August Minutes
- **Treasurers Report**
 - Approval of August operating bills 2024
 - Financial Reports
- **Friends of the Library**
- **Director's Report**
 - TLN Presentation- Jill Baker
- **Unfinished Business**
 - New meeting room policy approval
- **Sub-Committee Updates**
 - Finance Committee
 - Personnel Committee
- **New Business**
 - 2025 Holiday closures
 - New meeting room policy approval
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. - August 8, 2024**

Board Members Present: McClellan, Muthukuda, Brown, White, Snodgrass, Murphy, one vacant seat

Board Members Absent: Doby

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

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:01 by President Ernie McClellan.

APPROVAL OF AGENDA

MOTION by Murphy to approve the Agenda for the August 8, 2024, Board meeting was supported by Brown.

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 July 11, 2024 was supported by Muthukuda.

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

Opposed: None

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying July operating bills totaling \$384,804.82 was supported by Snodgrass.

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

Opposed: None

Motion passed.

MOTION by Brown to receive and file the July 2024 financial reports was supported by Murphy.

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

Opposed: None

Motion passed.

FRIENDS' REPORT

- No report

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- Library Extravaganza to be held on September 15 (last held in 2022). Downtown branch will be closed this day.
- Twelve Mile will be closed all day on August 22 while water meter valve work is completed (water will be shut off).
- 24/7 Hold Pickup Lockers are anticipated to be ready for use by early September.
- Friends will host author Viola Shipman on October 21. Registration required.
- Former Heritage Room now contains 3-D printer, Cricut, and part of Library of Things. Heritage materials are now archived or in general collection. Digitization of archived materials is ongoing.

UNFINISHED BUSINESS

None.

SUBCOMMITTEE UPDATES

Finance (K. Brown)

- Transfer of \$4,000,000 to MiClass approved at July meeting will now take place after K. Brown has further investigated potential interest-earning options at Comerica.
- Director and board treasurer have ability to make transfers. Board president and Plante Moran are notified of any activity.

Personnel (D. Muthukuda)

MOTION by Murphy to approve the revised director evaluation tool was supported by Brown.

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

Opposed: None

Motion passed.

- Director will submit self-evaluation to D. Muthukuda by August 25, if not sooner, and D. Muthukuda will distribute to board. Board members will return their evaluations of director to D. Muthukuda before September 11.

Master Plan

- No report
-

NEW BUSINESS

Committee Assignments

- S. Snodgrass and J. White assigned to Facilities Committee.

NEW BUSINESS (Continued)

New Volunteer Policy

MOTION by White to approve new Volunteer Policy was supported by Muthukuda.

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

Opposed: None

Motion passed.

CORRESPONDENCE

R.A. Seaton, praises library staff, diverse collection, choice of materials highlighted for holidays, and variety of programs. Library and staff have supported homeschooling.

PUBLIC COMMENT

None

TRUSTEE COMMENT

K. Brown - what is latest on Farmington approving new board member? E. McClellan will notify when City of Farmington announces board member approval on agenda.

D. Muthukuda - what is process for reviewing policy? K. Siegrist would like to look at every policy every two years.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:39. The next meeting of the Library Board is scheduled for Thursday, September 12, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

Farmington Community Library Output Statistics - July 2024

Circulation Services	Jul 2024	Jul 2023	Change	This YTD	Last YTD	Change
Liberty Street	23,275	22,964	311	23,275	22,964	311
12 Mile	49,451	51,476	(2,025)	49,451	51,476	(2,025)
eBooks	17,836	14,351	3,485	17,836	14,351	3,485
Total Circulation	90,562	88,791	1,771	90,562	88,791	1,771
Self-Service Components of Total Library Circulation:						
Circulation via Website	819	686	133	819	686	133
Circulation via Self Check	23,768	22,915	853	23,768	22,915	853
Self-Service % of Total Circs	27.15%	26.58%	0.57%	27.15%	26.58%	0.57%
Door Counters	Jul 2024	Jul 2023	Change	This YTD	Last YTD	Change
Liberty Street	12,277	8,797	3,480	12,277	8,797	3,480
12 Mile	22,006	21,383	623	22,006	21,383	623
Total Library Visitors	34,283	30,180	4,103	34,283	30,180	4,103
Information Services	Jul 2024	Jul 2023	Change	This YTD	Last YTD	Change
Online Chat	33	24	9	33	24	9
eMail	1,003	411	592	1,003	411	592
Liberty Street Phone	438	479	(41)	438	479	(41)
Liberty Street In-Person	4,562	5,569	(1,007)	4,562	5,569	(1,007)
Liberty Street Total	5,000	6,048	(1,048)	5,000	6,048	(1,048)
12 Mile Phone	1,163	877	286	1,163	877	286
12 Mile In-Person	8,145	5,566	2,579	8,145	5,566	2,579
12 Mile Total	9,308	6,443	2,865	9,308	6,443	2,865
Total Library Use	15,344	12,926	2,418	15,344	12,926	2,418
Electronic Services	Jul 2024	Jul 2023	Change	This YTD	Last YTD	Change
PC and Wireless Logins:						
Liberty Street Public Computers	1,752	1,466	286	1,752	1,466	286
12 Mile Public Computers	2,198	2,040	158	2,198	2,040	158
Public Computer Total	3,950	3,506	444	3,950	3,506	444
Liberty Street Wireless	2,022	1,751	271	2,022	1,751	271
12 Mile Wireless	3,063	2,460	603	3,063	2,460	603
Wireless Total	5,085	4,211	874	5,085	4,211	874
Total Computer Use	9,035	7,717	1,318	9,035	7,717	1,318
Web Pages Viewed:						
Adult, Teen & Children's Pages	60,152	52,727	7,425	60,152	52,727	7,425
Catalog Searches	66,255	54,665	11,590	66,255	54,665	11,590
Total Web Pages Viewed	126,407	107,392	19,015	126,407	107,392	19,015
Programs	Jul 2024	Jul 2023	Change	This YTD	Last YTD	Change
Programs	108	93	15	108	93	15
Attendance	3,256	3,408	(152)	3,256	3,408	(152)
Group Study Room Use	Jul 2024	Jul 2023	Change	This YTD	Last YTD	Change
Liberty Street	63	0	63	63	0	63
Twelve Mile	526	0	526	526	0	526

Director's Report September 2024

Patron Comments

Included in your Board packet.

FCL Town Hall

On Wednesday, August 21, we held our second town hall at the Farmington location. The town hall was recorded and lives on our Millage Facts webpage and our YouTube channel.

Library Extravaganza

Sunday, September 15 from 1:00–5:00 PM is the day for our 2nd Library Extravaganza! Stations have been assigned, supplies have been ordered, and materials are being printed in preparation for the event. We will have two food trucks – Delectabowl and Cookies and Cream.

Staff Announcements

Will Neumaier, our Digital Content Creator, submitted his letter of resignation effective September 7, 2024. He accepted a position at the Cranbrook Educational Campus as a Library Assistant. Will started the Masters of Library and Information Science program this fall, and this new position aligns better with his goals for working in the library field.

FCL Audit

The 2023–2024 audit is underway. Board members were sent documents to be filled out and sent back to the auditor. Please check your email to ensure you received the documents.

OPEB Interim Year Disclosure June 30, 2024

We received the June 30, 2024, OPEB Interim Year Disclosure. Due to the reduction in healthcare costs for retirees and the fact that it is a closed plan – meaning no other employees can participate – the library's total OPEB Liability has decreased significantly over the past few years.

Library Card Contest

Again, patrons will have a chance to submit their own original designs throughout September with our 2nd Library Card Design Contest. Winning designs are voted on by library staff and will be announced in December 2024.

Library Card Sign Up

September is Library Card Sign Up Month!

Donations

We received two donations. SiFi donated \$10,000 to purchase Fiero Code and some more laptops. And C.A.R.E.S. of Farmington Hills sent us a check for selling Duck Race tickets in the amount of \$108. For every ticket sold, we received \$1.

Teen Services Outreach

Rebecca has reached out to the Afterschool Program for 5th -8th grade at The Hawk. She will be doing will be doing outreach to the students that are in the program on Wednesday afternoons from 2:30-5:00 PM once a month. She is very excited to go, and they are very excited to have her.

24/7 Hold Lockers

Lockers and wrap have been installed. We are currently doing behind-the-scenes configuration. We hope they will be available the week of September 15th.

Submitted by

Kelley Siegrist
Library Director



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 9, 2024

To: Kelley Siegrist, Library Director

Re: August 2024 Monthly Bank Statements and Reconciliations

Enclosed are the following Monthly Bank Statements and Reconciliations for your review:

1. Bank Account Reconciliation – General Fund/General Checking
2. Bank Statement – General Fund/General Checking
3. Bank Account Reconciliation – General Fund/Millage Money Market
4. Bank Statement – General Fund/Millage Money Market
5. Bank Account Reconciliation – Metro Net Fund/Metro Net Checking
6. Bank Statement – Metro Net Fund/Metro Net Checking
7. Bank Account Reconciliation – Endowment Fund/Liberty Endowment Fund
8. Bank Statement – Endowment Fund/Liberty Endowment Fund
9. Bank Account Reconciliation – General Fund/MI Class Millage
10. Bank Account Reconciliation – Endowment Fund/MI Class Endowment Unrestricted
11. Bank Account Reconciliation – Endowment Fund/MI Class Endowment Restricted
12. Bank Statement – MI Class

Thank you.

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

80064


FARMINGTON COMMUNITY LIBRARY
GENERAL CHECKING
32737 W 12 MILE RD
FARMINGTON HILLS MI 48334-3302

**Small Business Checking
statement**

August 1, 2024 to August 31, 2024
Account number 1852674744

Account summary

Beginning balance on August 1, 2024	\$734,863.60
Plus deposits	
Electronic deposits	\$899,662.29
Paper deposits	\$12,915.65
Less withdrawals	
Checks	-\$408.55
Electronic (EFT) withdrawals	-\$574,533.25
Ending balance on August 31, 2024	\$1,072,499.74

To contact us

Call
(800) 643-4418
Hearing impaired (TDD 800 822-6546)

Visit our web site
www.comerica.com

Write to us
COMERICA BANK
PO BOX 75000
DETROIT, MI 48275-8064

Important information

The Account Balance Fee for this statement period for this account is \$0.00/\$1,000.

Thank you



Small Business Checking account details:

Electronic deposits this statement period

Date	Amount	Activity	Reference numbers	
			Customer	Bank
Aug 01	167.96	Bill.com Voidpaymnt 016sfmctz13fk1y8		9488977663
Aug 01	53.00	Pnc Merchant Deposit 240801 373285743994		9488950070
Aug 01	40.00	Pnc Merchant Deposit 240801 373285743994		9488950069
Aug 01	10.10	Tsys/transfirst Cr Cd Dep 39300983327445		9488960355
Aug 01	10.00	Pnc Merchant Deposit 240731 373285743994		9488708724
Aug 01	1.60	Tsys/transfirst Cr Cd Dep 39300983327445		9488960357
Aug 02	17.28	American Express Settlement 240801 3210139283		9488320698
Aug 02	15.20	Tsys/transfirst Cr Cd Dep 39300983327445		9488255895
Aug 02	2.90	Tsys/transfirst Cr Cd Dep 39300983327445		9488255893
Aug 05	11,427.32	City Of Farmingt ACH Pmt 240805 11139754295		9488622138
Aug 05	375.00	Bill.com Voidpaymnt 015msqtcdw4jgww		9488425258
Aug 05	66.59	Pnc Merchant Deposit 240803 373285743994		9488848076
Aug 05	53.50	Tsys/transfirst Cr Cd Dep 39300983327445		9488873060
Aug 05	26.80	Tsys/transfirst Cr Cd Dep 39300983327445		9488397796
Aug 05	24.04	Pnc Merchant Deposit 240804 373285743994		9488848058
Aug 05	16.10	American Express Settlement 240802 3210139283		9488442917
Aug 05	12.79	Pnc Merchant Deposit 240802 373285743994		9488262600
Aug 05	10.00	Pnc Merchant Deposit 240802 373285743994		9488262599
Aug 05	6.30	Tsys/transfirst Cr Cd Dep 39300983327445		9488397794
Aug 05	4.60	Tsys/transfirst Cr Cd Dep 39300983327445		9488873062
Aug 05	4.00	Pnc Merchant Deposit 240803 373285743994		9488848077
Aug 05	3.00	American Express Settlement 240802 3210139283		9488696682
Aug 05	2.50	Tsys/transfirst Cr Cd Dep 39300983327445		9488873056
Aug 05	1.40	Tsys/transfirst Cr Cd Dep 39300983327445		9488873058
Aug 06	24.47	Pnc Merchant Deposit 240805 373285743994		9488802234
Aug 06	13.90	Tsys/transfirst Cr Cd Dep 39300983327445		9488069648
Aug 06	12.00	Pnc Merchant Deposit 240805 373285743994		9488802235
Aug 06	0.93	Bill.com Voidpaymnt 016aknubb3fqz8j		9488082143
Aug 07	18.50	Tsys/transfirst Cr Cd Dep 39300983327445		9488225999
Aug 07	9.20	Tsys/transfirst Cr Cd Dep 39300983327445		9488225997
Aug 07	5.50	Pnc Merchant Deposit 240806 373285743994		9488972748
Aug 07	2.00	Pnc Merchant Deposit 240806 373285743994		9488972747
Aug 08	24.33	Tsys/transfirst Cr Cd Dep 39300983327395		9488321954
Aug 08	14.00	Tsys/transfirst Cr Cd Dep 39300983327445		9488321958
Aug 08	9.90	Tsys/transfirst Cr Cd Dep 39300983327445		9488321956
Aug 08	9.00	Pnc Merchant Deposit 240807 373285743994		9488058769
Aug 09	29.00	Pnc Merchant Deposit 240808 373285743994		9488152735
Aug 09	29.00	Tsys/transfirst Cr Cd Dep 39300983327445		9488408229
Aug 09	20.59	Pnc Merchant Deposit 240808 373285743994		9488152736
Aug 09	4.50	Tsys/transfirst Cr Cd Dep 39300983327445		9488408227
Aug 12	13,019.60	City Of Farmingt ACH Pmt 240812 11140372372		9488767245
Aug 12	2,407.49	Cityoffarmin1565 Farm Hills V000215		9488364412
Aug 12	34.60	Tsys/transfirst Cr Cd Dep 39300983327445		9488577874
Aug 12	24.05	Pnc Merchant Deposit 240811 373285743994		9488947955
Aug 12	23.00	Pnc Merchant Deposit 240810 373285743994		9488947961
Aug 12	19.80	Tsys/transfirst Cr Cd Dep 39300983327445		9488936320
Aug 12	14.79	Pnc Merchant Deposit 240809 373285743994		9488463741
Aug 12	10.80	Tsys/transfirst Cr Cd Dep 39300983327445		9488577872
Aug 12	10.25	Pnc Merchant Deposit 240809 373285743994		9488463742
Aug 12	10.00	American Express Settlement 240809 3210139283		9488935507
Aug 12	7.60	Pnc Merchant Deposit 240811 373285743994		9488947956
Aug 12	4.00	Tsys/transfirst Cr Cd Dep 39300983327445		9488936318
Aug 12	3.60	Tsys/transfirst Cr Cd Dep 39300983327445		9488936316
Aug 13	12,657.96	Farmington Commu Bill.com 015hexsfoq4u49c		9488033098
Aug 13	8.60	Tsys/transfirst Cr Cd Dep 39300983327445		9488016136
Aug 13	4.10	Tsys/transfirst Cr Cd Dep 39300983327445		9488016134
Aug 14	336,768.90	Cityoffarmin1565 Farm Hills V000215		9488698116
Aug 14	33.80	Tsys/transfirst Cr Cd Dep 39300983327445		9488102202



Small Business Checking.

Electronic deposits this statement period (continued)

Date	Amount	Activity	Reference numbers	
			Customer	Bank
Aug 14	21.50	Pnc Merchant Deposit 240813 373285743994		9488882476
Aug 14	10.00	Pnc Merchant Deposit 240813 373285743994		9488882477
Aug 14	5.50	Tsys/transfirst Cr Cd Dep 39300983327445		9488102200
Aug 15	10,000.00	Wire # 000989 Org Sifi Networks Fed # 001055		9488500742
Aug 15	44.00	Tsys/transfirst Cr Cd Dep 39300983327445		9488304120
Aug 15	32.14	Pnc Merchant Deposit 240814 373285743994		9488054477
Aug 15	16.80	Tsys/transfirst Cr Cd Dep 39300983327445		9488304122
Aug 15	7.79	Pnc Merchant Deposit 240814 373285743994		9488054476
Aug 15	6.00	American Express Settlement 240814 3210139283		9488340978
Aug 16	65.00	Tsys/transfirst Cr Cd Dep 39300983327445		9488459038
Aug 16	43.00	Pnc Merchant Deposit 240815 373285743994		9488206846
Aug 16	16.99	Tsys/transfirst Cr Cd Dep 39300983327395		9488459036
Aug 16	12.50	Pnc Merchant Deposit 240815 373285743994		9488206847
Aug 16	7.30	Tsys/transfirst Cr Cd Dep 39300983327445		9488459040
Aug 19	25,847.19	City Of Farmingt ACH Pmt 240819 11141640331		9488902340
Aug 19	116.63	Tsys/transfirst Cr Cd Dep 39300983327395		9488707901
Aug 19	84.50	Tsys/transfirst Cr Cd Dep 39300983327445		9488707905
Aug 19	48.70	Tsys/transfirst Cr Cd Dep 39300983327445		9488075333
Aug 19	36.19	Pnc Merchant Deposit 240816 373285743994		9488555299
Aug 19	16.00	Pnc Merchant Deposit 240818 373285743994		9488084357
Aug 19	7.80	Tsys/transfirst Cr Cd Dep 39300983327445		9488707903
Aug 19	5.50	Pnc Merchant Deposit 240816 373285743994		9488555300
Aug 19	4.50	Pnc Merchant Deposit 240817 373285743994		9488084382
Aug 19	2.60	Tsys/transfirst Cr Cd Dep 39300983327445		9488075335
Aug 19	2.00	Tsys/transfirst Cr Cd Dep 39300983327445		9488075337
Aug 19	0.70	Pnc Merchant Deposit 240818 373285743994		9488084358
Aug 20	96.71	Bb*16922-1 Bb Merchan St-k8r4r9z8s4j1		9488778599
Aug 20	21.80	Tsys/transfirst Cr Cd Dep 39300983327445		9488139248
Aug 21	71.60	Pnc Merchant Deposit 240820 373285743994		9488961732
Aug 21	50.30	Tsys/transfirst Cr Cd Dep 39300983327445		9488183778
Aug 21	2.60	Tsys/transfirst Cr Cd Dep 39300983327445		9488183780
Aug 22	30.40	Pnc Merchant Deposit 240821 373285743994		9488303060
Aug 22	18.20	Tsys/transfirst Cr Cd Dep 39300983327445		9488544177
Aug 22	14.50	Pnc Merchant Deposit 240821 373285743994		9488303061
Aug 22	3.00	Tsys/transfirst Cr Cd Dep 39300983327445		9488544179
Aug 23	78.32	Pnc Merchant Deposit 240822 373285743994		9488392207
Aug 23	23.00	Tsys/transfirst Cr Cd Dep 39300983327445		9488594310
Aug 23	19.95	American Express Settlement 240822 3210139283		9488775651
Aug 23	10.00	Tsys/transfirst Cr Cd Dep 39300983327395		9488594308
Aug 23	5.00	Pnc Merchant Deposit 240822 373285743994		9488392208
Aug 23	2.90	Tsys/transfirst Cr Cd Dep 39300983327445		9488594312
Aug 26	26,271.68	City Of Farmingt ACH Pmt 240826 11142128627		9488731317
Aug 26	71.50	Pnc Merchant Deposit 240825 373285743994		9488077684
Aug 26	57.90	Tsys/transfirst Cr Cd Dep 39300983327445		9488065830
Aug 26	31.49	Pnc Merchant Deposit 240823 373285743994		9488625773
Aug 26	9.10	Tsys/transfirst Cr Cd Dep 39300983327445		9488065832
Aug 26	9.00	Pnc Merchant Deposit 240824 373285743994		9488077695
Aug 26	8.09	Tsys/transfirst Cr Cd Dep 39300983327395		9488065828
Aug 26	7.00	Pnc Merchant Deposit 240824 373285743994		9488077696
Aug 26	2.60	Tsys/transfirst Cr Cd Dep 39300983327445		9488718247
Aug 26	1.40	Tsys/transfirst Cr Cd Dep 39300983327445		9488065834
Aug 27	17.80	Pnc Merchant Deposit 240826 373285743994		9488542605
Aug 27	6.80	Tsys/transfirst Cr Cd Dep 39300983327445		9488775571
Aug 27	4.00	Pnc Merchant Deposit 240826 373285743994		9488542606
Aug 28	42.20	Tsys/transfirst Cr Cd Dep 39300983327445		9488951958
Aug 28	17.70	Pnc Merchant Deposit 240827 373285743994		9488717926
Aug 28	5.80	Tsys/transfirst Cr Cd Dep 39300983327445		9488951960
Aug 29	451,729.95	Cityoffarmin1565 Farm Hills V000215		9488643855
Aug 29	6,619.97	Farmington Commu Bill.com 015jzwnlhs5hk33		9488731369
Aug 29	25.80	Pnc Merchant Deposit 240828 373285743994		9488429554

Farmington Community Library Reconciliation report

As of 08/31/2024

Account: General Checking - Comerica

FCL	#36 Cash Register Activity	08/24/2024	4.45	
FCL	#33 Cash Register Activity	08/24/2024	96.10	
FCL	#36 Cash Register Activity	08/25/2024	13.00	
FCL	#33 Cash Register Activity	08/25/2024	52.80	
FCL	#36 Cash Register Activity	08/26/2024	99.61	
FCL	#33 Cash Register Activity	08/26/2024	173.26	
FCL	Retiree Healthcare prmts	08/26/2024	328.24	
City of Farmington	Tax Disbursement - Li- brary #5	08/26/2024	26,271.68	
FCL	#36 Cash Register Activity	08/27/2024	71.15	
FCL	#33 Cash Register Activity	08/27/2024	18.04	
FCL	#33 Cash Register Activity	08/28/2024	46.88	
FCL	#36 Cash Register Activity	08/28/2024	92.68	
FCL	#36 Cash Register Activity	08/29/2024		1.00
City of Farmington Hills	2024 Tax Disbursement #4	08/29/2024	451,729.95	
FCL	#36 Cash Register Activity	08/29/2024	244.45	
FCL	#33 Cash Register Activity	08/29/2024	160.55	
Metro Net Consortium	Metro Net AR	08/29/2024	6,619.97	
CARES of Farmington Hills	Donation from Duck Race	08/30/2024	108.00	
Blackbaud	Online Donations - Au- gust 2024	08/31/2024	96.17	
Farmington Community Library	Self Service Machine Revenue	08/31/2024	1,145.58	
Total Deposits			912,586.94	1.00

Checks and charges

Name	Memo	Date	Check no.	Cleared	Outstanding
General Ledger entry	Refund patron charged twice at copy machine	07/03/2024		9.00	
Comerica Commerical Card Services	July 2024	07/14/2024		1,476.51	
General Ledger entry	BILL 08/01/24 Payables Funding	08/01/2024		22,852.75	
T-Mobile	05/21/24 - 06/20/24	08/05/2024		1,125.68	
Spectrum Enterprise	07/22/2024 - 08/21/2024	08/07/2024		125.06	
Florence Nagy	8/8/24 Program	08/08/2024	27227	50.00	
Consumers Energy	06/13/24 to 07/15/24 Branch	08/08/2024		143.46	
O.C.W.R.C.	04/01/24 - 07/03/24 (Main) #29460-00	08/09/2024		417.40	
O.C.W.R.C.	04/01/24 - 07/03/24 (Main) #29461-00	08/09/2024		164.96	
O.C.W.R.C.	04/03/24 - 06/07/24 (Main) #29343-00	08/09/2024		1,710.40	
General Ledger entry	BILL 08/12/24 Payables Funding	08/12/2024		63,633.62	
EHIM	July 2024 Processing Fees	08/14/2024		120.00	
Clear Rate Communica- tions	07/21/24 to 08/20/24	08/14/2024		374.99	
EHIM	July 2024 Coverage	08/14/2024		1,192.22	



Small Business Checking:

Electronic deposits this statement period (continued)

Date	Amount	Activity	Reference numbers	
			Customer	Bank
Aug 29	14.04	Pnc Merchant Deposit 240828 373285743994		9488429553
Aug 29	13.60	Tsys/transfirst Cr Cd Dep 39300983327445		9488705013
Aug 29	0.20	Tsys/transfirst Cr Cd Dep 39300983327445		9488705015
Aug 30	63.10	Tsys/transfirst Cr Cd Dep 39300983327445		9488186908
Aug 30	33.48	Pnc Merchant Deposit 240829 373285743994		9488932881
Aug 30	33.24	Pnc Merchant Deposit 240829 373285743994		9488932882
Aug 30	7.90	Tsys/transfirst Cr Cd Dep 39300983327445		9488186910
Aug 30	6.00	American Express Settlement 240829 3210139283		9488229931
Aug 30	0.10	Tsys/transfirst Cr Cd Dep 39300983327387		9488186906

Total Electronic Deposits: \$899,662.29

Total Number of Electronic Deposits: 127

Paper deposits this statement period

Date	Amount (\$)	Reference numbers		Date	Amount (\$)	Reference numbers	
		Customer	Bank			Customer	Bank
Aug 02	500.00		0310095367	Aug 19	45.00		0310200453
Aug 02	224.45		0310096133	Aug 19	6.00		0310203419
Aug 02	65.40		0310097920	Aug 19	2.00		0310202883
Aug 02	3.24		0310096643	Aug 21	122.45		0310097134
Aug 05	152.20		0310196761	Aug 21	99.49		0310097702
Aug 05	30.00		0310191139	Aug 21	81.50		0310097099
Aug 05	27.70		0310193480	Aug 21	19.20		0310097073
Aug 05	16.10		0310192686	Aug 21	10.00		0310096287
Aug 05	16.00		0310191192	Aug 23	310.10		0310076549
Aug 05	10.00		0310191067	Aug 23	171.45		0310077876
Aug 05	7.62		0310190923	Aug 23	127.25		0310094442
Aug 07	5,515.55		0310094872	Aug 23	89.60		0310095334
Aug 07	1,448.54		0310096557	Aug 23	67.63		0310095288
Aug 07	169.92		0310094851	Aug 23	34.00		0310077856
Aug 07	143.05		0310096025	Aug 23	33.60		0310076960
Aug 09	198.35		0310080907	Aug 23	22.00		0310094406
Aug 09	74.70		0310081299	Aug 23	15.00		0310095362
Aug 09	28.55		0310082323	Aug 26	328.24		0310210781
Aug 09	11.00		0310081358	Aug 26	130.20		0310210764
Aug 09	9.00		0310080076	Aug 26	35.00		0310211515
Aug 12	100.25		0310179008	Aug 26	24.60		0310213035
Aug 12	86.55		0310176056	Aug 26	13.00		0310210632
Aug 12	21.80		0310175487	Aug 26	4.45		0310211425
Aug 12	20.00		0310177289	Aug 28	99.61		0310080215
Aug 12	17.00		0310177082	Aug 28	45.45		0310081880
Aug 12	13.00		0310175507	Aug 28	6.00		0310081453
Aug 13	125.45		0310094621	Aug 28	4.00		0310081816
Aug 13	3.75		0310095718	Aug 30	244.45		0310093731
Aug 14	847.36		0310084503	Aug 30	156.55		0310093193
Aug 14	155.24		0310083623	Aug 30	155.56		0310095157
Aug 14	58.50		0310087331	Aug 30	108.00		0310092039
Aug 14	24.10		0310085557	Aug 30	53.20		0310091837
Aug 19	113.06		0310200437	Aug 30	13.64		0310093110

Total Paper Deposits: \$12,915.65

Total Number of Paper Deposits: 66



Small Business Checking:

Checks paid this statement period

* Symbol indicates a break in check number sequence

Symbol indicates an original item not enclosed

@ Symbol indicates a break in check number sequence and an original item not enclosed

Check Number	Amount	Date Paid	Bank Reference Number	Check Number	Amount	Date Paid	Bank Reference Number
#27225	-358.55	Aug 26	0970076965	@27227	-50.00	Aug 19	0970393347

Total checks paid this statement period: **-\$408.55**

Total number of checks paid this statement period: **2**

Electronic withdrawals this statement period

Date	Amount (\$)	Activity	Reference numbers	
			Customer	Bank
Aug 01	-22,852.75	Bill.com Payables 015Ignacux4enbv		9488704754
Aug 05	-1,125.68	T-mobile Pcs Svc 240802		9488621205
Aug 05	-30.98	Pnc Merchant Fee 240802 373285743994		9488262649
Aug 05	-21.21	Pnc Merchant Discount 240802 373285743994		9488262612
Aug 05	-13.23	Pnc Merchant Discount 240802 373285743994		9488262609
Aug 05	-9.44	Pnc Merchant Discount 240802 373285743994		9488262608
Aug 05	-7.32	Pnc Merchant Discount 240802 373285743994		9488262611
Aug 05	-6.19	Pnc Merchant Discount 240802 373285743994		9488262606
Aug 05	-1.93	Pnc Merchant Discount 240802 373285743994		9488262607
Aug 05	-0.11	Pnc Merchant Interchng 240802 373285743994		9488262664
Aug 05	-0.04	Pnc Merchant Discount 240802 373285743994		9488262610
Aug 07	-125.06	Spectrum Spectrum 240806		9488679651
Aug 08	-143.46	Consumers Energy Energybill 240807		9488341997
Aug 09	-1,710.40	Oakland CO Drain Oak CO W/s 240807		9488514131
Aug 09	-417.40	Oakland CO Drain Oak CO W/s 240807		9488514132
Aug 09	-164.96	Oakland CO Drain Oak CO W/s 240807		9488514133
Aug 12	-63,633.62	Bill.com Payables 015Inlqeqy4rf1w		9488266539
Aug 12	-402.15	Tsys/transfirst Merch Fees 39300983327445		9488978940
Aug 12	-197.44	Tsys/transfirst Merch Fees 39300983327395		9488978939
Aug 12	-28.73	Tsys/transfirst Merch Fees 39300983327387		9488978938
Aug 13	-82,763.27	301592 Farmingto Dir Dep 240813 301592		9488765469
Aug 13	-28,421.77	Paylocity Corpor Tax Col		9488992058
Aug 14	-5,704.06	Alerus Retiremen ACH File 0820 659463		9488965794
Aug 14	-4,721.60	Alerus Retiremen ACH File 0820 658429		9488965792
Aug 14	-1,973.91	Alerus Retiremen ACH File 0820 659361		9488965793
Aug 14	-1,703.45	Alerus Retiremen ACH File 0820 626194		9488965790
Aug 14	-1,476.51	Commercial Card Payments Farmingtonc3725		9488197993
Aug 14	-1,298.21	Alerus Retiremen ACH File 0820 658425		9488965791
Aug 14	-1,192.22	Employee Health Receivable 081324 50001753-05		9488959644
Aug 14	-374.99	Clearatecommuni Webpayment 240813		9488140621
Aug 14	-120.00	Employee Health Receivable 081324 50001753-05		9488959655
Aug 15	-903.52	Consumers Energy Energybill 240814		9488316872
Aug 20	-5,956.59	Waste Management Internet 240818		9488321750
Aug 20	-2,266.20	Wells Fargo Bank EFT Debit 000000016230354		9488988987
Aug 20	-1,449.46	301592 Farmingto Billing 240820 301592		9488280393
Aug 21	-16,176.82	DTE Energy 800477474 240820		9488290570
Aug 21	-5,629.47	DTE Energy 800477474 240820		9488290344
Aug 21	-1,807.98	United Grpw Prem 240820 2408200898285		9488812830
Aug 23	-270.95	Home Depot Comm Online Pmt 240822		9488457080
Aug 27	-84,893.11	301592 Farmingto Dir Dep 240827 301592		9488535893
Aug 27	-30,133.01	Paylocity Corpor Tax Col		9488772539
Aug 27	-23,322.38	Mers Purchase 240827 120839165		9488772455
Aug 27	-788.00	Att Payment 082424		9488632878
Aug 27	-57.01	301592 Farmingto Trust 240827 301592		9488530909

Small Business Checking statement
August 1, 2024 to August 31, 2024



Small Business Checking:

Electronic withdrawals this statement period (continued)

Date	Amount (\$)	Activity	Reference numbers	
			Customer	Bank
Aug 27	-2.09	American Express Axp Discnt 240826 3210139283		9488804824
Aug 28	-65,685.01	Bill.com Payables 015tdfhyci5ekx8		9488581796
Aug 28	-6,037.11	Alerus Retiremen ACH File 0820 659463		9488809455
Aug 28	-5,039.57	Alerus Retiremen ACH File 0820 658429		9488809452
Aug 28	-1,982.89	Alerus Retiremen ACH File 0820 659361		9488809454
Aug 28	-1,481.84	Alerus Retiremen ACH File 0820 626194		9488809437
Aug 28	-1,298.21	Alerus Retiremen ACH File 0820 658425		9488809451
Aug 28	-678.81	Bill.com Payables 016kqnkwg3gnsqe		9488964575
Aug 30	-98,031.13	Bill.com Payables 015hqrquud5ikxg		9488655324

Total Electronic Withdrawals: **-\$574,533.25**

Total Number of Electronic Withdrawals: 53

Lowest daily balance

Your lowest daily balance this statement period was **\$582,664.67**
on **August 13, 2024**.