



**Farmington Community Library
Board of Trustees Meeting
Thursday, December 9, 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.
December 9, 2021

- I. Call to Order (6:05)
- II. Approval of Agenda
- III. Minutes
 - Approval of Minutes - Regular Board Meeting - November 11, 2021
- IV. Treasurers Report (6:15-6:30)
 - Operating Bills
 - Approval of November 2021 Bills
- V. Friends Report (6:30-6:40)
- VI. Interim Director's Report (6:40-7:00)
 - Facilities Report
 - Introduction of a staff member
- VII. Sub-Committee Updates (7:00-7:20)
 - Strategic Planning Committee
 - Personnel Committee
- VIII. Unfinished Business (7:20-7:30)
- IX. New Business (7:30-7:40)
- X. Board Trustee Comments and Announcements
- XI. Correspondence
- XII. Public Comment (3 minutes per person)
- XIII. Adjournment

Farmington Community Library Board of Trustees
Regular Meeting – 7:00 p.m.
November 11, 2021 **Draft**

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

Board Members Absent: None

Staff Members Present: Siegrist, Peterson, Wrench, McCormick, Showich-Gallup

Staff Members Absent: None

Call to Order at 6:07 PM

President Duron-Willner: recognition of Veterans Day

Approval of Agenda MOTION by Kelly to approve the Agenda for the November 11, 2021 Board meeting was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting on October 14, 2021 was supported by Stryd.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Treasurer's Report

Plante Moran - Suggested Budget Amendment for First Quarter, FY 2021-22: increase revenue by \$55,125 and increase expenditures by \$243,925.

Operating Bills

MOTION by McMillan that the Board of Trustees approve October 2021 operating bills totaling \$381,935.56 was supported by Kelly.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Stryd to receive and file the financial report was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Brown to approve the suggested FY 2021-22 budget amendments of increasing revenue by \$55,125 and expenditures by \$243,925 was supported by Stryd.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Friends Report

- Friends have allocated \$80,000 to accommodate staff requests, mostly for programming.
- Friends will continue to support mobile hotspots.
- Mailer will be going out to members.
- Junior Friends (children in grades K-5) met for the first time.
- The September book sale hit pre-pandemic sales levels.
- High school students may earn service hours as Friends volunteers.

Interim Director's Report

- Vega Discover being added to Polaris catalog. One of first libraries in Michigan or even US to do this. Should improve catalog experience for patrons.
- Expect to hear more about Equity and Equality in FCL services. K. Sexton and K. Siegrist attended TLN forum.
- Several staff participating in FPS 21 Day Equity Challenge.
- MLK Day in-person walk on Twelve Mile will return in 2022; other pieces will be mix of in-person and virtual. FPS student panel will return.
- Annual Staff Day (occurred Nov. 11) - speaker from FPS addressed trauma, what it is and its impact. New staff recognized. Common goals - boosting circulation, staff training, ways to connect - discussed. D. Wrench addressed staff.
- M. Showich-Gallup attended Coffee with FPS Superintendent. K. Sexton volunteered to serve on FPS Strategic Planning / Effective Management of Resources Committee.
- Grants - FCL will benefit from ARPA (Library Rescue Plan Act) indirectly through sharing in TLN award. M. Showich-Gallup and K. Sexton awarded grants to attend Public Library Association Conference in March, 2022. M. Showich-Gallup: grant in conjunction with FFH Foundation for Youth and Families and Kickstart to create path from Liberty Street to Riley Pavilion.
- Next hire: Marketing
- State Aid Report ready to be sent
- Oxford Township proposed \$9.1 millage for expansion; it was fought by a super PAC. Proposal was defeated.

Facilities Report

- Elevators at Twelve Mile back or close to being back in operation; estimate sought for work at Liberty Street.
- Chiller replacement under way. Controls will be upgraded from pneumatic to digital.
- Power surges are damaging equipment. Motor for air handling unit burned out; replacement was done for \$8900. Difficult to get any money from DTE to cover damages.
- Per FHFDD, the large fire door that drops from ceiling at Twelve Mile may no longer be necessary, due to other measure that have been taken in building.
- Bid process for Space Utilization Study is under way.

Sub-Committee Updates

Strategic Planning Committee - Ad-hoc committee formed to determine how the next strategic plan will be developed, and what timeline will be. Will bring recommendations to board. Kelly will chair with Stryd and White.

Personnel Committee - chaired by McClellan, will also include Murphy, Brown, with Duron-Willner as ex officio member.

Unfinished Business

None

New Business

Finance Committee to form; Brown to chair with Hahn, McClellan, Duron-Willner (ex officio).

MOTION by White to approve 2022 Holiday Schedule as presented supported by Hahn.

Vote: Aye: McClellan, Kelly, Stryd, White, Murphy, Hahn

Opposed: Duron-Willner, Brown

Motion passed.

Discussion: Majority of staff had voted to ask for Tuesday, July 5 off and to work Saturday, July 2. Is it better to close on Saturday or Tuesday, for community? Presented schedule has closing on Tuesday, so Library would close July 3, 4, 5, Sunday, Monday, Tuesday.

Discussion: should Library close on Juneteenth? Probably better to remain open, provide programming. Juneteenth falls on Sunday in 2022.

Trustee Comments

Duron-Willner: Statement from President, Vice President

Include statement?

White: Good that board offices are rotating. As I step away from three years of presidency, I wish to thank community for the depth of care about the library, especially in last three years. Thank you also to staff.

Correspondence:

One message, anonymous, re: updating contact information on the website

Public Comment:

MB Perrot - Please consider livestreaming meetings now that you are back in person. Use microphone.

M. Shereda - This (FCL) is an important place. Take care of it. Use Zoom to allow public to attend in-person meetings for equity and inclusion.

M. Showich-Gallup - statement from president, vice-president was super important. Put statement on website.

Adjournment

MOTION by Kelly to adjourn. Duron-Willner declare

Interim Director's Report December 9, 2021

Candid – The Farmington Community Library was recognized by Candid: Every year during Network Days, we celebrate the FINs (Funding Information Network) reaching partnership milestones. During our "State of the Network" session, we recognized the below FINs for their years of service. We deeply appreciate the role FINs play in our program, and we are so grateful for your incredible work in ensuring that your local communities have access to valuable fundraising tools. We are honored to have you all as valued FIN partners - happy anniversary!

40 years - 1981

- Erie County Public Library
- Farmington Community Library
- Oklahoma City University
- Worcester Public Library

Databases: Foundation Directory Online, Foundation Grants to Individuals, and Foundation Map

Profile of a Lifelong Learner – FPS

I was invited to participate in Farmington Public Schools Profile of a Lifelong Learner community group on Thursday, Nov. 18. The session focused on what does FPS do well, what could they work on to ensure students become lifelong learners.

Positive Patron Comments

Included in your Board packet. After all the negativity of how we need to do better, it's really nice to hear positive patron comments and how appreciative they are for our services.

Innovative – Vega Discover

Kathy Mckinney, Automation Coordinator, participated in a webinar as a panelist on the benefits of Vega Discover – new catalog enhancement.

Staffing

A draft of an ORG chart was created and sent to Ernie for his input. We hope to have something to show the Board in January. Also, many staff are celebrating milestones at FCL this year:

40 Years – Sherri Vaughn

30 Years – Kelley Siegrist, Linda Rindt-Frantz

20 years – Maria Showich-Gallup, Gloria Finzel

15 Years – Dave Durbin, Judy Donlin

10 Years – Mark Flessa, Crystal Corcoran, Sharon Lu

5 Years – Martha Countegan, Judy Bencich-Wloch, Hannah Chow, Jennifer Pon, Beth Anthony, Lynn Cohen, Megan Drozan, Deb Hemmye, Sierra Lane, Mary Ann Gillard

Michigan Municipal League Valuation Report

Property assessment of both buildings was completed in August. Report is in the board packet. Last assessment was done in 2012.

Notice of Informational Meeting – City of Farmington

Presentation of the approved Grand River Corridor Improvement Authority Budget and Work Plan for FY 2020-2021. Thursday, Dec. 16 at 8:00 AM at Farmington City Hall.

Farmington Voice Article – Storybook Path

Great article about the Storybook Path from the Downtown Farmington Library to Riley Park. <https://farmingtonvoice.com/grant-boosts-downtown-farmington-storybook-path/>

Holly Days – Downtown Farmington

On Saturday, Dec. 4, the library was downtown during Holly Days, outside Kitchen Creations, for cookie decorating. Cookies were supplied by Sunflour Bakehaus and sprinkles and frosting were supplied by Kitchen Creations. This program was sponsored by the Farmington Friends of the Library.

Partnership – Holocaust Memorial Center

The Holocaust Memorial Center has reached out to us to be a Community Partner for their upcoming event on Thursday, January 27, 2022 (International Holocaust Remembrance Day). The event is on the book: *The Book Smugglers: Partisans, Poets, and the Race to Save Jewish Treasures from the Nazis* and will feature author David Fishman. Community partners are asked to share the program on social media, website, calendar, and email list. They include our name and logo on their website, email list, social media, and postcard distribution.

Submitted by
Kelley Siegrist
Interim Director

How are we doing?

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

IT'S wonderful to have an employee who represent this library and himself very congenial. I found ADRIAN to be approachable, friendly & very knowledgeable. With my various TECH QUESTION - He's a GENIUS. He made me feel empowered and in-the-know. I AM A BABYBOOMER. Let's keep him ON Board

Turn over to leave a suggestion for Library staff.

Suggestion:

If you are fortunate to find a couple clones of Adrian consider yourself Bless!

We need more of Him in this world

Sincerely,

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

Suggestion:

Would be nice
for students to be able
to check out charging
Cords Chromebooks are used
most in FPS.

That way when we use them
all day in school and come here
we can still finish our work.

I mainly leave my cord @ home so I

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

don't loose it & charge my computer each night.

Main Library 32737 W. 12 Mile Road, Farmington Hills, MI 48334 • Farmington Branch 23500 Liberty Street, Farmington, MI 48335

thank you!



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org



How are we doing?

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

I Am SOOO thankful to the help of
FARRIN & PAT for helping me print my
business cards. They were so patient w/me &
very kind!

Thanks you Two!
~
U

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____ Date 11/1/21

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

I want to thank you for all you have done to keep the library open and functioning during the pandemic. Your efforts are appreciated.

Thank You :)

Turn over to leave a suggestion for Library staff.

How are we doing?

Name _____ Date _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

What made your Library visit special?

Library Tours (especially for seniors)

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

COURTEOUS, HELPFUL SERVICE, and DIRECTIONS.

WILLING TO INTERRUPT THEIR WORK FLOW TO MAKE SURE I UNDERSTOOD HOW TO USE THE LIBRARIAN'S EQUIPMENT

THANKS MAGGIE

Turn over to leave a suggestion for Library staff.



Plante & Moran, PLLC
27400 Northwestern Highway
P.O. Box 307
Southfield, MI 48037-0307
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

December 7, 2021

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

Re: November 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. 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	Payee	Document No	Amount	Cleared
Bank: Comerica - 4751 - Comerica		Account No: 1852674751		
11/11/2021	10126--Michigan Employers Retirement		3,964.86	11/30/2021
11/11/2021	10126--Michigan Employers Retirement		1,459.96	11/30/2021
11/11/2021	10126--Michigan Employers Retirement		1,056.75	11/30/2021
11/11/2021	10126--Michigan Employers Retirement		1,122.03	11/30/2021
11/11/2021	10126--Michigan Employers Retirement		3,846.51	11/30/2021
11/11/2021	10140--ADP, LLC		21,229.26	11/30/2021
11/19/2021	10140--ADP, LLC		3,650.94	11/30/2021
11/24/2021	10126--Michigan Employers Retirement		4,000.96	11/30/2021
11/24/2021	10126--Michigan Employers Retirement		1,460.17	11/30/2021
11/24/2021	10126--Michigan Employers Retirement		1,055.79	11/30/2021
11/24/2021	10126--Michigan Employers Retirement		1,117.22	11/30/2021
11/24/2021	10126--Michigan Employers Retirement		3,848.06	11/30/2021
11/24/2021	10126--Michigan Employers Retirement		15,024.10	11/30/2021
11/24/2021	10140--ADP, LLC		21,738.78	11/30/2021
	Total for Comerica - 4751		84,575.39	
Bank: Bill.com Clearing - Bill.com Money Out Clearing		Account No:		
11/02/2021	10144--Mutual Of Omaha		1,446.76	In Transit
11/02/2021	10147--EHIM		330.35	In Transit
11/02/2021	10141--Benistar/UA-6803		12,559.00	In Transit
11/02/2021	10315--MetroNet Consortium		6,202.42	In Transit
11/02/2021	10023--Witt Mechanical, Inc		645.00	In Transit
11/02/2021	10322--Weingartz		2,029.04	In Transit
11/02/2021	10030--Verizon Wireless		40.07	In Transit
11/02/2021	10100--United States Postal Service		265.00	In Transit
11/02/2021	10029--Unique		170.05	In Transit
11/02/2021	10015--Toshiba America Business Solutions		1,586.41	In Transit
11/02/2021	10388--Tobii Dynavox		399.00	In Transit
11/02/2021	10387--Sean Bieri		200.00	In Transit
11/02/2021	10259--Scholastic Book Fairs		356.65	In Transit
11/02/2021	10227--Royal Roofing		3,900.00	In Transit
11/02/2021	10031--Quill LLC		978.30	In Transit
11/02/2021	10386--Oakland Press		641.00	In Transit
11/02/2021	10012--NBS		540.00	In Transit
11/02/2021	10079--Midwest Tape Hoopla		95.45	In Transit
11/02/2021	10035--The Library Network		4,745.50	In Transit
11/02/2021	10082--OverDrive, Inc		1,600.50	In Transit
11/02/2021	10238--O.C.W.R.C.		12,838.04	In Transit
11/02/2021	10128--National Time & Signal Corp		1,320.00	In Transit
11/02/2021	10011--Midwest Tape		2,220.75	In Transit
11/02/2021	10253--Michigan Municipal League Liability and Property Pool		5,000.00	In Transit
11/02/2021	10341--Michael Hnaliuk		75.00	In Transit
11/02/2021	10315--MetroNet Consortium		12,197.60	In Transit
11/02/2021	10270--Mango Languages		30,285.13	In Transit
11/02/2021	10296--Lightmasters and Electrical Services LLC		1,070.00	In Transit
11/02/2021	10295--Jennifer Harper		22.26	In Transit
11/02/2021	10040--Foster, Swift, Collins & Smith		735.00	In Transit
11/02/2021	10019--Clear Rate Communications		424.65	In Transit
11/02/2021	10024--City of Farmington Hills		74.76	In Transit
11/02/2021	10280--Alan C. Young & Assoc.		6,000.00	In Transit
11/02/2021	10011--Midwest Tape		3,031.92	In Transit
11/02/2021	10284--MBM Technology Solutions		1,598.00	In Transit
11/02/2021	10004--Ingram Library Services		445.32	In Transit
11/02/2021	10027--Great Lakes Ace Hardware		43.35	In Transit
11/02/2021	10186--Cengage Learning Inc / Gale		100,167.37	In Transit
11/02/2021	10000--Baker & Taylor Inc		10,998.31	In Transit
11/02/2021	10008--Amazon		896.69	In Transit
11/02/2021	10016--Advanced Pest Control		268.00	In Transit
11/08/2021	10031--Quill LLC		499.99	In Transit
11/08/2021	10033--Demco		368.43	In Transit
11/08/2021	10389--4Imprint, Inc		548.98	In Transit
11/08/2021	10025--Danboise Mechanical Inc		30,631.81	In Transit
11/08/2021	10382--Tech Mechanical		10,604.40	In Transit
11/08/2021	10147--EHIM		330.35	In Transit
11/08/2021	10143--Blue Care Network		23,586.79	In Transit
11/09/2021	10023--Witt Mechanical, Inc		1,612.50	In Transit
11/09/2021	10134--State Of Michigan		120.00	In Transit
11/09/2021	10220--PTS Communications		150.00	In Transit

Farmington Community Library Check Register

3	Payee	Document No	Amount Cleared
11/09/2021	10011--Midwest Tape		246.69 In Transit
11/09/2021	10221--Jennifer Willard		12.07 In Transit
11/09/2021	10391--Emanuela DeCenso		150.00 In Transit
11/09/2021	10079--Midwest Tape Hoopla		552.22 In Transit
11/09/2021	10000--Baker & Taylor Inc		453.26 In Transit
11/09/2021	10002--Farmington Community Library		10,000.00 In Transit
11/09/2021	10023--Witt Mechanical, Inc		235.50 In Transit
11/09/2021	10029--Unique		90.00 In Transit
11/09/2021	10390--Sib4Sib		300.00 In Transit
11/09/2021	10201--Plante Moran		3,421.13 In Transit
11/09/2021	10079--Midwest Tape Hoopla		8,656.89 In Transit
11/09/2021	10094--Michigan Library Association		85.00 In Transit
11/09/2021	10075--Lush Lawn/Safari Tree		610.50 In Transit
11/09/2021	10004--Ingram Library Services		408.12 In Transit
11/09/2021	10258--Icfe		138.50 In Transit
11/09/2021	10020--Gordon Food Service Inc		13.49 In Transit
11/09/2021	10046--EnvisionWare, Inc		22,651.00 In Transit
11/09/2021	10353--CBIZ Retirement Plan Services Inc.		6,000.00 In Transit
11/09/2021	10273--National Door Systems LLC		7,743.90 In Transit
11/09/2021	10011--Midwest Tape		3,015.13 In Transit
11/09/2021	10010--McCoy Maintenance Inc		10,465.00 In Transit
11/09/2021	10000--Baker & Taylor Inc		5,004.26 In Transit
11/12/2021	10389--4Imprint, Inc		(548.98) In Transit
11/19/2021	10082--OverDrive, Inc		3,687.14 In Transit
11/22/2021	10141--Benistar/UA-6803		12,559.00 In Transit
11/22/2021	10112--Farmington Musicale		300.00 In Transit
11/22/2021	10023--Witt Mechanical, Inc		528.00 In Transit
11/22/2021	10102--Wesco Receivables Corp		804.86 In Transit
11/22/2021	10029--Unique		152.15 In Transit
11/22/2021	10201--Plante Moran		10,482.61 In Transit
11/22/2021	10079--Midwest Tape Hoopla		1,014.85 In Transit
11/22/2021	10284--MBM Technology Solutions		799.00 In Transit
11/22/2021	10384--Justine Galat		125.00 In Transit
2/2021	10293--Innovative Users Group		110.00 In Transit
2/2021	10392--Ancona Controls		250.00 In Transit
11/22/2021	10104--American Library Association		79.00 In Transit
11/22/2021	10103--All American Tree Service		350.00 In Transit
11/22/2021	10016--Advanced Pest Control		149.00 In Transit
11/22/2021	10035--The Library Network		18,654.01 In Transit
11/22/2021	10187--Network Services Company		2,175.98 In Transit
11/22/2021	10011--Midwest Tape		368.21 In Transit
11/22/2021	10004--Ingram Library Services		530.62 In Transit
11/22/2021	10047--Fred's Landscape		842.50 In Transit
11/22/2021	10040--Foster, Swift, Collins & Smith		2,478.00 In Transit
11/22/2021	10026--F J Lafontaine & Sons Landscaping		598.00 In Transit
11/22/2021	10037--Dorothy Hinton		120.00 In Transit
11/22/2021	10000--Baker & Taylor Inc		619.34 In Transit
11/22/2021	10143--Blue Care Network		23,035.70 In Transit
11/30/2021	10144--Mutual Of Omaha		1,505.10 In Transit
11/30/2021	10102--Wesco Receivables Corp		192.52 In Transit
11/30/2021	10291--Uncle Ed's Oil Shoppe		55.71 In Transit
11/30/2021	10015--Toshiba America Business Solutions		2,689.41 In Transit
11/30/2021	10393--PermaCard		1,256.45 In Transit
11/30/2021	10012--NBS		547.00 In Transit
11/30/2021	10165--Michigan.com		202.02 In Transit
11/30/2021	10260--Kristel Sexton		951.80 In Transit
11/30/2021	10345--Kennedy Industries		1,830.00 In Transit
11/30/2021	10021--Home Depot Credit Services		223.00 In Transit
11/30/2021	10020--Gordon Food Service Inc		126.54 In Transit
11/30/2021	10264--FundX		119.00 In Transit
11/30/2021	10303--Candid		5,995.00 In Transit
11/30/2021	10268--Blackbaud, Inc.		450.00 In Transit
11/30/2021	10082--OverDrive, Inc		2,207.52 In Transit
11/30/2021	10011--Midwest Tape		3,958.79 In Transit
11/30/2021	10004--Ingram Library Services		953.76 In Transit
11/30/2021	10000--Baker & Taylor Inc		9,170.61 In Transit
	Total for Bill.com Clearing		489,846.78
	Bank: Comerica - 4744 - Comerica	Account No: 1852674744	
8/2021	10006--Bright House Networks		123.99 11/30/2021
11/10/2021	10009--Consumers Energy		104.92 11/30/2021

Farmington Community Library Check Register

Date	Payee	Document No	Amount Cleared
11/12/2021	10009--Consumers Energy		321.71 11/30/2021
11/13/2021	10014--T-Mobile		1,185.99 11/30/2021
11/15/2021	10330--Comerica Commerical Card Services		967.43 11/30/2021
11/18/2021	10087--VVM Corporate Services, Inc.		3,693.44 11/30/2021
11/18/2021	10005--DTE Energy		3,444.15 11/30/2021
11/18/2021	10005--DTE Energy		12,712.06 11/30/2021
11/24/2021	10003--AT&T		163.20 11/30/2021
11/26/2021	10003--AT&T		718.57 11/30/2021
	Total for Comerica - 4744		<u>23,435.46</u>

Motion required:

I move that the Board approve the above expenditures as presented

GRAND TOTAL: \$597,857.63

General Fund

Farmington Community Library
 Comparative Balance Sheet
 As of November 30, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 11/30/2021	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000001 - General Checking - Comerica	419,870.53	378,453.15	(41,417.38)	(9.86) %
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	360,891.94	119,968.86	49.79 %
000010 - Pamphlet Checking	326.02	0.00	(326.02)	(100.00) %
000011 - Money Market - Comerica	1,694,500.07	5,980,679.01	4,286,178.94	252.94 %
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	6,721,284.10	1,342,788.56	24.96 %
Other Assets				
000018 - Accounts Receivable	249,956.62	0.00	(249,956.62)	(100.00) %
000040 - Accounts Receivable - Metro Net	20,914.55	201,573.03	180,658.48	863.79 %
000042 - Accounts Receivable - Friends	44,303.17	39,904.93	(4,398.24)	(9.92) %
000043 - Accounts Receivable - Interlibrary Loan	0.00	87.38	87.38	100.00 %
000123 - Prepaid Expense	148,617.67	1,186.38	(147,431.29)	(99.20) %
Total Other Assets	463,792.01	242,751.72	(221,040.29)	(47.65) %
Total Assets	5,842,287.55	6,964,035.82	1,121,748.27	19.20 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
000202 - Accounts Payable	190,193.07	2,967.25	(187,225.82)	(98.43) %
000203 - Manual Accounts Payable	20,665.73	0.00	(20,665.73)	(100.00) %
000209 - Friends of Library - Book Sale	133.00	3,477.50	3,344.50	2,514.66 %
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	281.60	0.00	0.00 %
Total Current Liabilities	348,218.55	16,580.45	(331,638.10)	(95.23) %
Long Term Liabilities				
000331 - Unemployment Liability	401,930.00	401,930.00	0.00	0.00 %
000339 - Unearned Revenues	52,998.45	25,856.98	(27,141.47)	(51.21) %
Total Long Term Liabilities	454,928.45	427,786.98	(27,141.47)	(5.96) %
Total Liabilities	803,147.00	444,367.43	(358,779.57)	(44.67) %
Equity				
000390 - Fund Balance	3,958,796.83	5,054,919.00	1,096,122.17	27.68 %
Total Equity	3,958,796.83	5,054,919.00	1,096,122.17	27.68 %
Net Income Current Period	1,080,343.72	1,464,749.39	384,405.67	35.58 %

General Fund

Farmington Community Library
Comparative Balance Sheet
As of November 30, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 11/30/2021	CHANGE	% CHANGE
Total Liabilities and Equity	<u>5,842,287.55</u>	<u>6,964,035.82</u>	<u>1,121,748.27</u>	<u>19.20 %</u>

General Fund

**Farmington Community Library
Revenue and Expenditure Report
As of November 30, 2021**

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2021	06/30/2022	06/30/2022	11/30/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
000404 - Summer Tax Revenue - Hills	3,394,148.18	3,536,531.00	3,536,531.00	3,455,870.87	97.72 %
000405 - Summer Tax Revenue - City	338,444.05	367,945.00	367,945.00	342,550.51	93.10 %
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	16,200.00	2,765.29	17.07 %
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	15,000.00	5,890.00	39.27 %
000603 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	10,000.00	100.00 %
000642 - Copy Vending Machine Revenue	4,196.22	2,150.00	32,150.00	8,738.91	27.18 %
000643 - Snack Vending Machines Revenue	42.82	45.00	45.00	0.00	0.00 %
000644 - Paver Sales	400.00	0.00	125.00	125.00	100.00 %
000646 - Memorial & Gifts Revenue	9,429.21	11,700.00	11,700.00	5,608.50	47.94 %
000655 - Fines, Fees & Lost Book	5,363.80	5,400.00	5,400.00	2,898.03	53.67 %
000665 - Interest	2,736.78	3,500.00	3,500.00	1,549.51	44.27 %
000670 - Interest - Gift Fund only	36.14	30.00	30.00	5.03	16.77 %
000671 - Other Misc Revenue	37,212.33	12,280.00	12,280.00	11,880.02	96.74 %
000674 - Gifts From Friends of Library	0.00	62,000.00	62,000.00	21,851.01	35.24 %
Total Revenue	6,608,534.55	6,869,056.00	6,924,181.00	3,869,732.68	55.89 %
Expenses					
Payroll and Related Expenses					
000702 - Salaries & Wage Expense	1,998,609.34	2,668,800.00	2,668,800.00	872,368.21	32.69 %
000709 - Employers FICA expense	143,170.99	204,600.00	204,600.00	68,149.59	33.31 %
000723 - OPEB Expense	78,425.96	116,300.00	116,300.00	10,082.98	8.67 %
000724 - Retiree Health Ins	130,662.74	150,800.00	150,800.00	66,477.82	44.08 %
000725 - Dental, Optical, & Hearing	0.00	30,000.00	30,000.00	4,441.83	14.81 %
000726 - Hospitalization Insurance	229,782.10	307,100.00	307,100.00	126,230.20	41.10 %
000727 - Group Life - Mutual of Omaha	12,268.61	20,400.00	20,400.00	7,139.37	35.00 %
000728 - Retirement Fund - Employers	175,678.50	204,780.00	252,000.00	109,456.61	43.44 %
000729 - Unemployment Compensation	203,727.05	0.00	0.00	1,261.52	0.00 %
Total Payroll and Related Expenses	2,972,325.29	3,702,780.00	3,750,000.00	1,265,608.13	33.75 %
Other Expenses					
000750 - Office Supplies	10,289.34	12,050.00	20,000.00	5,371.60	26.86 %
000752 - Operating Supplies	14,484.66	19,450.00	24,450.00	11,178.35	45.72 %
000754 - Vending Equipment & Supplies	14,095.42	19,500.00	24,500.00	9,631.84	39.31 %
000791 - Newspapers & Periodicals	34,006.10	38,000.00	38,000.00	26,258.69	69.10 %

General Fund

Farmington Community Library
 Revenue and Expenditure Report
 As of November 30, 2021

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2021	06/30/2022	06/30/2022	11/30/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
000801 - Professional Services	605,751.28	275,000.00	275,000.00	121,320.62	44.12 %
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	8,643.00	42.24 %
000851 - Postage	1,725.87	7,000.00	7,000.00	514.63	7.35 %
000860 - Transportation	709.14	1,090.00	1,090.00	207.58	19.04 %
000880 - Programming & Publicity	14,798.16	15,000.00	15,000.00	821.05	5.47 %
000900 - Processing	0.00	12,000.00	36,000.00	28,892.00	80.26 %
000901 - Gift Fund Purchases	0.00	0.00	0.00	3,163.90	0.00 %
000902 - Friends Gift Purchases	1,750.00	0.00	62,000.00	(3,496.55)	(5.64) %
000911 - Training & Conferences	12,623.10	15,175.00	15,175.00	7,594.15	50.04 %
000915 - Memberships	6,565.37	18,100.00	18,100.00	4,075.19	22.51 %
000918 - Water	36,732.73	37,250.00	37,250.00	16,305.20	43.77 %
000920 - Electricity	176,371.69	188,000.00	188,000.00	72,446.39	38.54 %
000921 - Heat	22,895.96	26,000.00	26,000.00	1,133.92	4.36 %
000925 - Landscaping /Snow Removal	30,907.16	39,500.00	39,500.00	11,517.00	29.16 %
000930 - Maintenance/Repairs	0.00	0.00	20,000.00	14,684.64	73.42 %
000931 - Repairs & Maintenance Supplies	46,581.73	69,000.00	69,000.00	4,630.33	6.71 %
000934 - Maintenance Contracts	301,711.85	300,000.00	300,000.00	80,875.76	26.96 %
000935 - Insurance & Bonds	69,542.55	71,620.00	71,620.00	75,538.00	105.47 %
000949 - Technology Upgrades	44,282.08	155,000.00	155,000.00	29,404.50	18.97 %
000950 - E Library Cataloging (OCLC)	20,416.26	20,420.00	21,175.00	21,174.80	100.00 %
000955 - Miscellaneous	53,647.06	7,000.00	7,000.00	421.20	6.02 %
000957 - COVID-19	30,187.24	55,825.00	55,825.00	9,828.14	17.61 %
000975 - Building & Improvements	180,574.50	300,000.00	320,000.00	186,195.60	58.19 %
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	55.71	5.31 %
000982 - Books	219,858.24	245,000.00	245,000.00	95,253.71	38.88 %
000984 - Software	45,760.19	75,000.00	75,000.00	12,495.69	16.66 %
000985 - Equipment	5,602.52	50,525.00	50,525.00	3,099.04	6.13 %
000986 - Computers	12.99	35,000.00	35,000.00	3,829.05	10.94 %
000987 - Integrated Library System	0.00	70,000.00	122,000.00	107,008.08	87.71 %
000988 - Audio Visual	18,547.35	42,000.00	42,000.00	8,298.27	19.76 %
000989 - Information Resources	191,255.20	205,735.00	205,735.00	117,157.14	56.95 %
000990 - Video/ DVD/ Movie Collection	78,656.12	81,600.00	81,600.00	17,169.91	21.04 %
000991 - TLN (formerly Metro Net)	25,589.14	30,000.00	30,000.00	26,827.03	89.42 %
Total Other Expenses	2,335,739.54	2,598,350.00	2,795,055.00	1,139,375.16	40.76 %
Total Expenses	5,308,064.83	6,301,130.00	6,545,055.00	2,404,983.29	36.75 %
Transfers					
000995 - Transfer out	(220,126.00)	(567,926.00)	(379,126.00)	0.00	0.00 %

General Fund

Farmington Community Library
Revenue and Expenditure Report
As of November 30, 2021

	Year Ending 06/30/2021	Year Ending 06/30/2022		Year To Date 11/30/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
Total Transfers	(220,126.00)	(567,926.00)	(379,126.00)	0.00	0.00 %
Total Revenue in Excess of Expenses	1,080,343.72	0.00	0.00	1,464,749.39	0.00 %

Endowment Fund

Farmington Community Library
 Comparative Balance Sheet
 As of November 30, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 11/30/2021	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000017 - Library Endowment Fund	352,745.48	352,679.31	(66.17)	(0.01) %
Total Cash & Cash Equivalents	<u>352,745.48</u>	<u>352,679.31</u>	<u>(66.17)</u>	<u>(0.01) %</u>
Total Assets	<u>352,745.48</u>	<u>352,679.31</u>	<u>(66.17)</u>	<u>(0.01) %</u>
Liabilities and Equity				
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	<u>354,510.45</u>	<u>352,745.48</u>	<u>(1,764.97)</u>	<u>(0.49) %</u>
Net Income Current Period	<u>(1,764.97)</u>	<u>(66.17)</u>	<u>1,698.80</u>	<u>(96.25) %</u>
Total Liabilities and Equity	<u>352,745.48</u>	<u>352,679.31</u>	<u>(66.17)</u>	<u>(0.01) %</u>

Endowment Fund

Farmington Community Library
Revenue and Expenditure Report
As of November 30, 2021

	Year Ending 06/30/2021 <u>END BALANCE</u>	Year To Date 11/30/2021 <u>YTD BALANCE</u>
Revenue		
000669 - Investment Gain Loss	(1,764.97)	(66.17)
Total Revenue	<u>(1,764.97)</u>	<u>(66.17)</u>
Total Revenue in Excess of Expenses	<u>(1,764.97)</u>	<u>(66.17)</u>

Capital Reserve Fund

Farmington Community Library
Comparative Balance Sheet
As of November 30, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 11/30/2021	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000006 - Capital Reserve Money Market	1,827.14	0.00	(1,827.14)	(100.00) %
000011 - Money Market - Comerica	0.00	2,301,751.83	2,301,751.83	100.00 %
000014 - Capital Reserve Cash	2,299,542.65	0.00	(2,299,542.65)	(100.00) %
Total Cash & Cash Equivalents	2,301,369.79	2,301,751.83	382.04	0.01 %
Total Assets	2,301,369.79	2,301,751.83	382.04	0.01 %
Liabilities and Equity				
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	382.04	(220,193.04)	(99.82) %
Total Liabilities and Equity	2,301,369.79	2,301,751.83	382.04	0.01 %

Capital Reserve Fund

Farmington Community Library
Revenue and Expenditure Report
As of November 30, 2021

	Year Ending 06/30/2021 <u>END BALANCE</u>	Year To Date 11/30/2021 <u>YTD BALANCE</u>
Revenue		
000665 - Interest	449.08	382.04
Total Revenue	<u>449.08</u>	<u>382.04</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>382.04</u>

Farmington Community Library
Investment Report
Month Ending October 31, 2021

Account Name	Balance	Current Rate	Current Month Interest	YTD Interest Income (by Calendar Year)	Investment Type	GL Acct
Comerica Millage Money Market	8,882,006.63	0.06%	458.02	2,493.57	Money Market	000011
Fidelity Liberty Endowment	352,679.31	0.00%	(22.35)	(1,450.60)	Investment	000017
	<u>9,234,685.94</u>			<u>1,042.97</u>		

www.farmgov.com

23600 Liberty Street
Farmington, Michigan 48335



Telephone 248-474-5500
Fax 248-473-7261

December 2, 2021

Notice of Informational Meeting

Dear Neighbors and Jurisdictions Impacted by City of Farmington Grand River Corridor Improvement Authority Tax Increment Finance (TIF) Capture:

Please join us for a public presentation on Thursday, December 16, 2021 at 8:00 am at Farmington City Hall. The notice of the meeting and Zoom video meeting link will be posted on the City of Farmington website www.farmgov.com prior to the scheduled meeting.

City of Farmington staff will present the approved Grand River Corridor Improvement Authority Budget and Work Plan for Fiscal Year 2020-2021, as required by State of Michigan Public Act 57.

Advanced questions may be directed to Kevin Christiansen, City of Farmington Economic and Community Development Director, at kchristiansen@farmgov.com.

Sincerely,

A handwritten signature in blue ink that reads "Kevin P. Christiansen". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Kevin P. Christiansen, AICP, PCP
Economic and Community Development Director

Farmington Community Library Output Statistics - November 2021

Circulation Services	Nov 2021	Nov 2020	Change	This YTD	Last YTD	Change
Liberty Street	17,691	14,629	3,062	88,297	57,640	30,657
12 Mile	35,544	26,893	8,651	179,109	102,798	76,311
eBooks	9,102	7,303	1,799	44,091	40,656	3,435
Total Circulation	62,337	48,825	13,512	311,497	201,094	110,403
Self-Service Components of Total Library Circulation:						
Circulation via Website	1,000	401	599	4,210	2,293	1,917
Circulation via Self Check	16,483	8,510	7,973	78,068	30,044	48,024
Self-Service % of Total Circs	28.05%	18.25%	9.80%	26.41%	16.08%	10.33%
Door Counter	Nov 2021	Nov 2020	Change	This YTD	Last YTD	Change
Liberty Street	6,595	2,578	4,017	34,125	9,820	24,305
12 Mile	13,550	3,809	9,741	68,073	11,534	56,539
Total Library Visitors	20,145	6,387	13,758	102,198	21,354	80,844

Information Services	Nov 2021	Nov 2020	Change	This YTD	Last YTD	Change
Online Chat	64	5	59	284	16	268
eMail	237	146	91	1,691	2,310	(619)
Liberty Street Phone	72	509	(437)	2,537	2,327	210
Liberty Street In-Person	163	496	(333)	10,790	2,319	8,471
Liberty Street Total	235	1,005	(770)	13,327	4,646	8,681
12 Mile Phone	387	777	(390)	3,578	6,040	(2,462)
12 Mile In-Person	873	749	124	13,758	2,645	11,113
12 Mile Total	1,260	1,526	(266)	17,336	8,685	8,651
Total Library Use	1,796	2,682	(886)	32,638	15,657	16,981

Electronic Services	Nov 2021	Nov 2020	Change	This YTD	Last YTD	Change
PC and Wireless Logins:						
Liberty Street Public Computers	1,502	170	1,332	5,676	363	5,313
12 Mile Public Computers	1,074	200	874	6,448	378	6,070
Public Computer Total	2,576	370	2,206	12,124	741	11,383
Liberty Street Wireless	5,028	0	5,028	45,496	522	44,974
12 Mile Wireless	24,583	0	24,583	79,286	810	78,476
Wireless Total	29,611	0	29,611	124,782	1,332	123,450
Total Computer Use	32,187	370	31,817	136,906	2,073	134,833
Web Pages Viewed:						
Adult, Teen & Children's Pages	102,360	97,389	4,971	401,620	414,251	(12,631)
Catalog Searches	40,003	49,902	(9,899)	248,724	411,743	(163,019)
Total Web Pages Viewed	142,363	147,291	(4,928)	650,344	825,994	(175,650)

Programs	Nov 2021	Nov 2020	Change	This YTD	Last YTD	Change
Programs	77	58	19	316	297	19
Attendance	1,331	836	495	10,334	5,090	5,244

