



**Farmington Community Library
Board of Trustees Meeting
Thursday, December 08, 2022
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.
December 08, 2022

- **Call to Order**

- **Approval of Agenda**

- **Minutes**
 - Approval of Minutes - Regular Board Meeting –November 10, 2022

- **Treasurers Report**
 - Operating Bills
 - Approval of October 2022 Bills

- **Friends of the Library**

- **Director's Report** (please read prior to meeting)
 - Facilities

- **Sub-Committee Updates**
 - Strategic Planning Committee
 - Personnel Committee

- **Unfinished Business**

- **New Business**

- **Correspondence**

- **Public Comment (3 minutes per person)**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – November 10, 2022
Draft**

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

Board Members Absent: Doby

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

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:05 p.m. by Board President Duron-Willner.

APPROVAL OF AGENDA

MOTION by Murphy to approve the Agenda for the November 10, 2022 Board meeting with additional Public Comments session added after Approval of Minutes was supported by White.

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

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Stryd to approve the Minutes of the Regular Board Meeting held on October 14, 2022, was supported by McClellan.

Vote: Aye: Stryd, Hahn, Brown, McClellan

Opposed: None

Abstain: Murphy, Duron-Willner, White

Motion passed.

PUBLIC COMMENT (Added)

Sharon Snodgrass (in person)- Please consider:

- Better (inside) signage.
- More staff to serve as ambassadors, specifically to serve patrons on floor.
- More focus groups
- Staff pictures and names posted

OPERATING BILLS

MOTION by Brown that the Board of Trustees approve October expenditures totaling \$358,228.56 was supported by White.

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

Opposed: None

Motion passed.

MOTION by Brown that the Board of Trustees receive and file October financial reports was supported by White.

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

Opposed: None
Motion passed.

FAST FORWARD LIBRARIES (Cindy Fesemyer)

C. Fesemyer led board through SOAR exercise as part of strategic plan development.

S - strengths

O - opportunities

A - aspirations

R - results

FRIENDS' REPORT (Stacey Charlebois)

- Friends on track to raise \$30,000 through book sales in 2022. Close to level of \$33,000 that was common through 2019.
- Membership letter is coming
- There will be a Giving Tuesday blast that will be focused on a "library of things"

LIBRARY DIRECTOR'S REPORT (Kelley Siegrist)

- Marie Benedict (author) was very popular, was fabulous.
- Strategic Plan work: community survey has closed; focus groups will take place in coming weeks.
- New event calendar rolls out December 9. Possible to print your own brochure of programs.
- Food Truck Tuesdays coming in April - 4th Tuesday of each month through September.
- Giving Tuesday - donations to Friends focused on library of things.
- Library mobile app to launch in late January.
- New AV equipment is now installed in conference rooms and board room. Auditorium and downtown meeting room still waiting on equipment.
- A Farmington Farmington Hills Foundation for Youth and Families grant will make possible a Book and Author Festival as part of Art on the Grand.

- **Facilities Report** (Donald Wrench)

- Leaking sprinkler line caused sinkhole at Liberty Street on 10/31; repair complete.
- Chiller work at Twelve Mile is nearly complete.

D. Wrench is investigating:

- replacing stairwell carpet going down to Children's at Twelve Mile
- replacing HVAC unit in Maintenance Office
- getting Liberty Street Fire Alarm System monitored, as Twelve Mile currently is.

Projects on hold:

- Conveyor System quote
- EV charging station

Fire door

MOTION by White that an additional \$9,676 be paid to National Door Systems to cover permit fees was supported by Stryd.

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

Opposed: None

Motion passed.

COMMITTEE REPORTS

Strategic Planning

-
- No report.

Personnel Committee (Ernie McClellan)

- Evaluation of the Director coming.

UNFINISHED BUSINESS

- None.

NEW BUSINESS

- **Retiree benefits**

MOTION by McClellan to move the Retiree Health Insurance plan to Humana 476 effective January 1, 2023, was supported by Brown.

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

Opposed: None

Motion passed.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

None

CORRESPONDENCE

None

PUBLIC COMMENT

None

ADJOURNMENT

MOTION by McClellan to adjourn the Board Meeting was supported by Murphy.

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

Opposed: None

Motion passed.

The Board meeting was adjourned by President Duron-Willner. The next meeting of the Library Board is scheduled for Thursday, December 8, 2022 at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

Director's Report December 2022

Patron Comments

Included in your Board packet.

Monthly Birthday Celebrations

November birthdays included Michael Wiltse, Martha Countegan, Jennifer Harper.

FPS ESL Cultural Thanksgiving

Jill O'Hara, Jamie Purdue, and I attended Farmington Public Schools ESL Cultural Thanksgiving. They have this every year. Their ESL students prepare a short presentation to talk about their country/culture. This is a way for them to practice their English-speaking skills. They also prepare food from their culture and audience members go around and sample.

State Aid Report

State Aid Report has been submitted.

DSLRT Survey

Every year the Detroit Suburban Library Round Table libraries fill out a report like the State Aid Report. The information will be submitted mid-December. We will get a link to the report once all the information has been gathered. This is another report that can be looked at to compare salaries, benefits, etc.

Staff Day

Staff Day was held on November 11. The first part of the day was spent with Cindy Fesemyer from Fast Forward Libraries to gather more information for the Strategic Plan. After that there was a State of the Libraries presentation that included – recognition of new staff, longevity of staff, budget, organizational goals, current initiatives, and a trip down memory lane with old photos. The second half of the day included breakout sessions. Topics included Microsoft Teams training, How to Market and Sell Library Services Training, and Evaluation Process.

Light Up the Grand Parade

The Library will be participating in the Light Up the Grand Parade to be held on Saturday, Dec. 3. The book bike will be decorated, and the theme is based on the Polar Express.

Compensation Study

The next step in the compensation study process will be to re-write job descriptions. This will take place February 7 and 8. Two full days. ElementOne will walk us through the process of evaluating each job

Tour with Gary Peters Regional Representative

I was contacted by Robin Daniels who is a Regional Representative working in the office of Gary Peters. His/Her role is to conduct outreach in Oakland and Macomb Counties and has been working with the intention of increasing connections and outreach with local libraries, starting in Oakland County. He/She states: "I'm a big believer in libraries being the heart of their communities, and I think it's important that our office be a resource to both your library, and by extension your patrons. I look forward to discussing how that can be done when we have an opportunity to meet." Our meeting is set for December 5 at noon.

Space Utilization Study Update

Completion of the Space Utilization Study is few weeks behind. The complete presentation is now expected for the January Board meeting.

Submitted by

Kelley Siegrist
Director

How are we doing?

(1)

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

I am writing this to acknowledge with appreciation
Melanie Albery - Early Childhood Specialist.
On May 9, 2022 she enthusiastically answered
my telephone call with the greeting "It's a
beautiful day at the Farmington Library"...
What a joy for me! She followed up her
outstanding services with discussions on

Turn over to leave a suggestion for Library staff.

How are we doing?

(2)

Name _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

Turn over to leave a suggestion for Library staff.

Suggestion:

(1) several books for me to chose from for my Book Club selection. My assigned genre was "Young Adult." Her reviews and recommendations were so helpful. It is evident to me how much she enjoys her job and working with the public. She is a pleasure to know!

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!

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

Suggestion:

(2) I Love coming to Library
Thank You

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!

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

Suggestion:

(1) I love the library how it is.

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!

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

Suggestion:

(4) This library is a beautiful building, however it is very dirty. Carpets have a lot of junk on them. It soils the image of this great building. I hope you can do something about it.

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!

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

How are we doing?

(3) Name _____ Date _____
Address _____ City _____ Zip _____
Phone _____ Email _____

What made your Library visit special?

They give awesome books and they help find cool books and make the library for everyone!

Nina 9 years old

Turn over to leave a suggestion for Library staff.

How are we doing?

(4) Name Concerned patron of the library Date 11/4/22
Address _____ City Farmington Hills Zip _____
Phone _____ Email _____

What made your Library visit special?

Collections, staff and their smiles.

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

5

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

It would be nice to have a microwave in the lounge area. You allow food night as well let students warm it up

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

6

Name _____ Date _____

Address _____ City _____

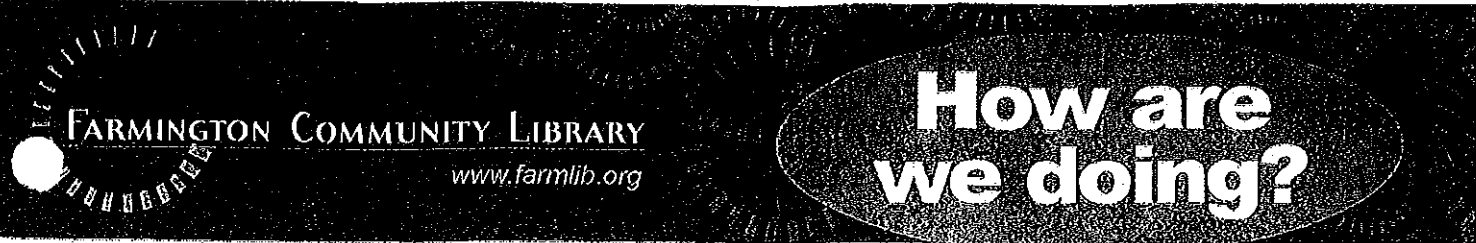
Phone _____ Email _____

What made your Library visit special?

PLEASE CONSIDER INSTALLING ELECTRIC VEHICLE CHARGING LIKE THE NOVI LIBRARY DOES

THANK YOU

Turn over to leave a suggestion for Library staff.



7

Name _____ Date _____

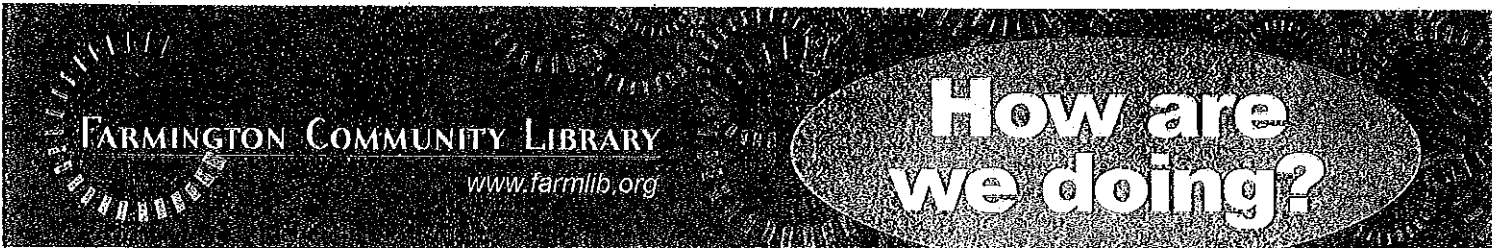
Address _____ City FARMINGTON Zip _____

Phone _____ Email _____

What made your Library visit special?

Jill O, ~~was~~ is a very pleasant
person and went out of her way
to find a DVD I was looking for

Turn over to leave a suggestion for Library staff.



8

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

help me find books
5 years

Turn over to leave a suggestion for Library staff.

9 Thank you for being so kind
and patient when I speak (English
is my second language) and for making
us feel welcome



FARMINGTON COMMUNITY LIBRARY
www.farmlib.org

How are we doing?

10

Name _____ Date _____
Address _____
Phone _____ Email _____

What made your Library visit special?

We have enrolled for library today for my kid. The front office, Librarian in both the floor are very kind and helpful finding our needs. It's a great pleasure to be part of this library. This made us visit the library often which in turn is helpful to my child learning how things work.

Turn over to leave a suggestion for Library staff.

Suggestion:

11

I TRY to get a ~~notary~~ NOTARY IN the Library Please

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!

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



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 5, 2022

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

Re: November 2022 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: Comerica - 4751 - Comerica			
11/09/2022	10126--Michigan Employers Retirement		4,646.64 11/30/2022
11/09/2022	10126--Michigan Employers Retirement		1,408.82 11/30/2022
11/09/2022	10126--Michigan Employers Retirement		1,357.95 11/30/2022
11/09/2022	10126--Michigan Employers Retirement		3,691.82 11/30/2022
11/09/2022	10126--Michigan Employers Retirement		2,539.38 11/30/2022
11/09/2022	10140--ADP, LLC		36.16 11/30/2022
11/09/2022	10140--ADP, LLC		23,226.14 11/30/2022
11/18/2022	10140--ADP, LLC		342.65 11/30/2022
11/18/2022	10140--ADP, LLC		3,921.53 11/30/2022
11/23/2022	10140--ADP, LLC		23,804.82 11/30/2022
11/23/2022	10140--ADP, LLC		(22,662.46) 11/30/2022
11/23/2022	10126--Michigan Employers Retirement		4,653.54 11/30/2022
11/23/2022	10126--Michigan Employers Retirement		1,408.82 11/30/2022
11/23/2022	10126--Michigan Employers Retirement		1,358.74 11/30/2022
11/23/2022	10126--Michigan Employers Retirement		3,686.11 11/30/2022
11/23/2022	10126--Michigan Employers Retirement		2,529.20 11/30/2022
11/23/2022	10126--Michigan Employers Retirement		22,662.46 11/30/2022
11/23/2022	10140--ADP, LLC		36.16 11/30/2022
11/23/2022	10140--ADP, LLC		22,662.46 11/30/2022
			101,310.94
Bank: Bill.com Clearing - Bill.com Money Out Clearing Account No:			
11/08/2022	10042--Rowan & Littlefield Publishing Group		150.43 In Transit
11/08/2022	10046--EnvisionWare, Inc		6,385.00 In Transit
11/08/2022	10486--Pere Marquette District Library		6.50 In Transit
11/08/2022	10128--National Time & Signal Corp		599.76 In Transit
11/08/2022	10012--NBS		540.00 In Transit
11/08/2022	10017--CDW Government Inc		843.38 In Transit
11/08/2022	10436--The Library Store		147.94 In Transit
11/08/2022	10353--CBIZ Retirement Plan Services Inc.		2,226.00 In Transit
11/08/2022	10015--Toshiba America Business Solutions		3,044.00 In Transit
11/08/2022	10164--Tsai Fong Books, Inc		713.92 In Transit
11/08/2022	10485--Dow Jones & Company		1,800.00 In Transit
11/08/2022	10220--PTS Communications		150.00 In Transit
11/08/2022	10284--MBM Technology Solutions		799.00 In Transit
11/08/2022	10144--Mutual Of Omaha		1,601.84 In Transit
11/08/2022	10396--MyFleetCenter.com		60.73 In Transit
11/08/2022	10020--Gordon Food Service Inc		18.47 In Transit
11/08/2022	10112--Farmington Musicale		175.00 In Transit
11/08/2022	10027--Great Lakes Ace Hardware		12.95 In Transit
11/08/2022	10464--International Minute Press		90.00 In Transit
11/08/2022	10134--State Of Michigan		180.00 In Transit
11/08/2022	10483--SASHE, LLC-A		11,200.00 In Transit
11/08/2022	10258--Icle		138.50 In Transit
11/08/2022	10409--Rebecca Brown		53.08 In Transit
11/08/2022	10106--AT&T Long Distance		39.63 In Transit
11/08/2022	10050--Lakeshore Learning Materials		429.00 In Transit
11/08/2022	10477--Alexandra Page		300.00 In Transit
11/08/2022	10454--Allied Building Services of Detroit, Inc.		18,345.00 In Transit
11/08/2022	10045--Discount School Supply		12.64 In Transit
11/08/2022	10008--Amazon		371.91 In Transit
11/08/2022	10004--Ingram Library Services		503.93 In Transit
11/08/2022	10082--OverDrive, Inc		2,976.33 In Transit
11/08/2022	10000--Baker & Taylor Inc		4,775.77 In Transit
11/08/2022	10011--Midwest Tape		2,791.97 In Transit
11/08/2022	10075--Lush Lawn/Safari Tree		264.50 In Transit
11/16/2022	10042--Rowan & Littlefield Publishing Group		224.08 In Transit
11/16/2022	10012--NBS		358.00 In Transit
11/16/2022	10023--Witt Mechanical, Inc		672.00 In Transit
11/16/2022	10475--National Communications Corporation		5,007.71 In Transit
11/16/2022	10079--Midwest Tape Hoopla		8,685.84 In Transit
11/16/2022	10004--Ingram Library Services		52.35 In Transit
11/16/2022	10489--All Voices Holding Co		3,100.00 In Transit
11/16/2022	10071--Graphic Sciences, Inc		160.62 In Transit
11/16/2022	10488--Momentum Books LLC		17.97 In Transit
11/16/2022	10046--EnvisionWare, Inc		150.00 In Transit
11/16/2022	10187--Network Services Company		1,965.91 In Transit
11/16/2022	10035--The Library Network		3,495.00 In Transit

Farmington Community Library Check Register

Date	Vendor	Document No	Amount Cleared
11/16/2022	10449--Monica Sloan		36.66 In Transit
11/16/2022	10020--Gordon Food Service Inc		106.91 In Transit
11/16/2022	10201--Plante Moran		7,130.53 In Transit
11/16/2022	10383--Lisa Philips		37.18 In Transit
11/16/2022	10221--Jennifer Willard		77.53 In Transit
11/16/2022	10015--Toshiba America Business Solutions		372.00 In Transit
11/16/2022	10048--Inacomp TSG		3,823.00 In Transit
11/16/2022	10041--Naeir		256.89 In Transit
11/16/2022	10075--Lush Lawn/Safari Tree		154.00 In Transit
11/16/2022	10411--Kaeser & Blair Incorporated		796.23 In Transit
11/16/2022	10303--Candid		5,995.00 In Transit
11/16/2022	10292--Erin Winslow		150.00 In Transit
11/16/2022	10487--Mike Fornes		300.00 In Transit
11/16/2022	10025--Danboise Mechanical Inc		1,835.10 In Transit
11/16/2022	10128--National Time & Signal Corp		2,027.50 In Transit
11/16/2022	10010--McCoy Maintenance Inc		10,290.00 In Transit
11/16/2022	10082--OverDrive, Inc		2,343.12 In Transit
11/16/2022	10027--Great Lakes Ace Hardware		13.17 In Transit
11/16/2022	10000--Baker & Taylor Inc		8,055.34 In Transit
11/16/2022	10074--Library Design Associates Inc.		3,656.00 In Transit
11/16/2022	10024--City of Farmington Hills		293.60 In Transit
11/16/2022	10011--Midwest Tape		1,045.76 In Transit
11/21/2022	10486--Pere Marquette District Library		(6.50) In Transit
11/23/2022	10270--Mango Languages		31,799.39 In Transit
11/23/2022	10029--Unique		108.35 In Transit
11/23/2022	10010--McCoy Maintenance Inc		175.00 In Transit
11/23/2022	10486--Pere Marquette District Library		6.50 In Transit
11/23/2022	10164--Tsai Fong Books, Inc		710.57 In Transit
11/23/2022	10040--Foster, Swift, Collins & Smith		112.50 In Transit
11/23/2022	10147--EHIM		663.92 In Transit
11/23/2022	10102--Wesco Receivables Corp		220.67 In Transit
11/23/2022	10008--Amazon		169.85 In Transit
11/23/2022	10011--Midwest Tape		128.94 In Transit
11/23/2022	10011--Midwest Tape		3,798.45 In Transit
11/23/2022	10004--Ingram Library Services		504.20 In Transit
11/23/2022	10016--Advanced Pest Control		268.00 In Transit
11/23/2022	10000--Baker & Taylor Inc		2,106.80 In Transit
11/30/2022	10144--Mutual Of Omaha		1,637.48 In Transit
11/30/2022	10021--Home Depot Credit Services		69.57 In Transit
11/30/2022	10008--Amazon		277.87 In Transit
11/30/2022	10010--McCoy Maintenance Inc		400.00 In Transit
11/30/2022	10023--Witt Mechanical, Inc		2,116.50 In Transit
11/30/2022	10012--NBS		547.00 In Transit
11/30/2022	10033--Demco Inc.		1,460.80 In Transit
11/30/2022	10491--U.S. Toy CO/Constructive Playthings		96.59 In Transit
11/30/2022	10045--Discount School Supply		79.33 In Transit
11/30/2022	10220--PTS Communications		150.00 In Transit
11/30/2022	10284--MBM Technology Solutions		799.00 In Transit
11/30/2022	10050--Lakeshore Learning Materials		462.19 In Transit
11/30/2022	10143--Blue Care Network		26,599.26 In Transit
11/30/2022	10141--Benistar/UA-6803		12,901.00 In Transit
11/30/2022	10165--Michigan.com		200.87 In Transit
11/30/2022	10477--Alexandra Page		300.00 In Transit
11/30/2022	10490--Noelle Douglas		300.00 In Transit
11/30/2022	10493--Fairytale Entertainment Partys Inc		215.00 In Transit
11/30/2022	10264--FundX		119.00 In Transit
11/30/2022	10378--Merritt Cieslak Design		3,750.00 In Transit
11/30/2022	10047--Fred's Landscape		410.00 In Transit
11/30/2022	10315--MetroNet Consortium		6,514.33 In Transit
11/30/2022	10373--Monroe County Library System		9.99 In Transit
11/30/2022	10395--Occupational Health Centers of Mlchigan PC		105.00 In Transit
11/30/2022	10187--Network Services Company		1,638.24 In Transit
11/30/2022	10026--FJ Lafontaine & Sons Landscaping		539.00 In Transit
11/30/2022	10031--Quill LLC		635.78 In Transit
11/30/2022	10027--Great Lakes Ace Hardware		26.97 In Transit
11/30/2022	10082--OverDrive, Inc		3,634.96 In Transit
11/30/2022	10011--Midwest Tape		2,509.48 In Transit
11/30/2022	10004--Ingram Library Services		292.70 In Transit
11/30/2022	10075--Lush Lawn/Safari Tree		230.99 In Transit
11/30/2022	10000--Baker & Taylor Inc		10,457.85 In Transit
11/30/2022	10008--Amazon		278.81 In Transit

Farmington Community Library Check Register

Date	Vendor	Document No	Amount	Cleared
Total for Bill.com Clearing			254,964.38	
11/01/2022	10494--Yakov Faytlin	27168	50.00	11/30/2022
11/08/2022	10009--Consumers Energy		182.04	11/30/2022
11/08/2022	10006--Bright House Networks		123.99	11/30/2022
11/09/2022	10238--O.C.W.R.C.		10,901.24	11/30/2022
11/09/2022	10238--O.C.W.R.C.		378.64	11/30/2022
11/09/2022	10238--O.C.W.R.C.		149.46	11/30/2022
11/10/2022	10009--Consumers Energy		2,228.50	11/30/2022
11/14/2022	10014--T-Mobile		1,154.87	11/30/2022
11/15/2022	10019--Clear Rate Communications		427.18	11/30/2022
11/15/2022	10330--Comerica Commerical Card Services		2,321.91	11/30/2022
11/18/2022	10087--WM Corporate Services, Inc.		4,799.57	11/30/2022
11/21/2022	10005--DTE Energy		11,497.12	11/30/2022
11/21/2022	10005--DTE Energy		2,908.59	11/30/2022
11/25/2022	10003--AT&T		3,495.59	11/30/2022
11/25/2022	10003--AT&T		5,480.61	11/30/2022
Total for Comerica - 4744			46,099.31	

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$402,374.63

Farmington Community Library
Revenue and Expenditure Report
As of November 30, 2022

	Year Ending 06/30/2022	Year Ending 06/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET
Revenue			
000404 - Summer Tax Revenue - Hills	3,489,180.01	3,690,852.00	3,690,852.00
000405 - Summer Tax Revenue - City	346,061.85	382,464.00	382,464.00
000406 - Winter Tax Revenue - Hills	2,016,734.06	2,161,003.00	2,161,003.00
000407 - Winter Tax Revenue - City	201,313.60	223,934.00	223,934.00
000410 - Delinquent Taxes	83,887.05	16,250.00	16,250.00
000450 - MI Special Assmt/replaced PPT	318,927.41	315,945.00	315,945.00
000539 - State Penal Fine Revenue	142,826.50	159,115.00	143,000.00
000540 - State Aid - Farmington Library	93,941.54	78,155.00	94,000.00
000541 - Grant Revenue	5,078.00	785.00	785.00
000602 - Auditorium Fees	9,820.00	15,000.00	15,000.00
000603 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00
000642 - Copy Vending Machine Revenue	24,650.40	32,150.00	32,150.00
000643 - Snack Vending Machines Revenue	1,733.77	45.00	1,750.00
000644 - Paver Sales	1,200.00	125.00	125.00
000646 - Memorial & Gifts Revenue	12,640.84	11,700.00	11,700.00
000655 - Fines, Fees & Lost Book	5,750.64	6,400.00	6,400.00
000665 - Interest	3,693.49	3,700.00	3,700.00
000670 - Interest - Gift Fund only	5.03	30.00	0.00
000671 - Other Misc Revenue	20,295.36	26,280.00	26,280.00
000674 - Gifts From Friends of Library	149,171.59	80,000.00	80,000.00
Total Revenue	<u>6,936,911.14</u>	<u>7,213,933.00</u>	<u>7,215,338.00</u>
Expenses			
Payroll and Related Expenses			
000702 - Salaries & Wage Expense	2,259,287.80	2,881,608.00	2,881,608.00
000709 - Employers FICA expense	163,395.91	220,805.00	220,805.00
000723 - OPEB Expense	61,504.75	143,200.00	143,200.00
000724 - Retiree Health Ins	140,918.64	149,200.00	149,200.00
000725 - Dental, Optical, & Hearing	15,844.21	30,000.00	30,000.00
000726 - Hospitalization Insurance	262,691.05	327,900.00	327,900.00
000727 - Group Life - Mutual of Omaha	14,282.68	21,200.00	21,200.00
000728 - Retirement Fund - Employers	263,828.45	290,816.00	311,500.00
Total Payroll and Related Expenses	<u>3,181,753.49</u>	<u>4,064,729.00</u>	<u>4,085,413.00</u>
Other Expenses			
000750 - Office Supplies	12,669.09	20,000.00	20,000.00
000752 - Operating Supplies	23,254.60	24,450.00	26,450.00
000754 - Vending Equipment & Supplies	6,031.23	24,500.00	24,500.00
000791 - Newspapers & Periodicals	35,980.95	38,000.00	38,000.00
000801 - Professional Services	230,342.38	275,000.00	275,000.00

Farmington Community Library
Comparative Balance Sheet
As of November 30, 2022

	PERIOD ENDED 06/30/2022	PERIOD ENDED 11/30/2022
Assets		
Cash & Cash Equivalents		
000001 - General Checking - Comerica	337,467.59	158,505.40
000004 - Petty Cash	1,260.00	1,260.00
000007 - Payroll Checking - Comerica	287,683.00	277,094.37
000011 - Millage Money Market - Comerica	5,553,236.99	7,404,052.97
Total Cash & Cash Equivalents	<u>6,179,647.58</u>	<u>7,840,912.74</u>
Other Assets		
000018 - Accounts Receivable	201,091.23	0.00
000040 - Accounts Receivable - Metro Net	0.00	38,219.39
000042 - Accounts Receivable - Friends	52,330.24	50,489.37
000043 - Accounts Receivable - Interlibrary Loan	65.69	0.00
000123 - Prepaid Expense	138,479.16	2,581.18
Total Other Assets	<u>391,966.32</u>	<u>91,289.94</u>
Total Assets	<u>6,571,613.90</u>	<u>7,932,202.68</u>
Liabilities and Equity		
Liabilities		
Current Liabilities		
000202 - Accounts Payable	90,571.78	44,131.62
000203 - Manual Accounts Payable	21,536.85	0.00
000209 - Friends of Library - Book Sale	0.00	2,389.35
000216 - Due to Other Governments	17,886.52	17,886.52
000257 - Accrued Payroll	88,025.87	0.00
000258 - Section 125- Medical Reimbrsmt	316.41	592.82
Total Current Liabilities	<u>218,337.43</u>	<u>65,000.31</u>
Long Term Liabilities		
000331 - Unemployment Liability	398,452.50	398,452.50
000339 - Unearned Revenues	52,330.24	26,358.46
Total Long Term Liabilities	<u>450,782.74</u>	<u>424,810.96</u>
Total Liabilities	<u>669,120.17</u>	<u>489,811.27</u>
Equity		
000390 - Fund Balance	5,054,919.00	5,902,493.73
Total Equity	<u>5,054,919.00</u>	<u>5,902,493.73</u>
Net Income Current Period	847,574.73	1,539,897.68
Total Liabilities and Equity	<u>6,571,613.90</u>	<u>7,932,202.68</u>

Farmington Community Library
 Revenue and Expenditure Report
 As of November 30, 2022

	Year Ending 06/30/2022	Year Ending 06/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET
000699 - Transfer in	0.00	0.00	125,000.00
000995 - Transfer out	(617,586.00)	(65,584.00)	(52,075.00)
Total Transfers	<u>(617,586.00)</u>	<u>(65,584.00)</u>	<u>72,925.00</u>
Total Revenue in Excess of Expenses	<u>847,574.73</u>	<u>0.00</u>	<u>(100,000.00)</u>

Farmington Community Library
Revenue and Expenditure Report
As of November 30, 2022

	Year Ending 06/30/2022	Year Ending 06/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET
000850 - Telephone	20,075.50	20,460.00	20,460.00
000851 - Postage	2,551.68	7,000.00	7,000.00
000860 - Transportation	3,008.72	1,090.00	5,000.00
000880 - Programming & Publicity	7,030.92	15,000.00	65,000.00
000900 - Processing	36,491.80	52,000.00	52,000.00
000901 - Gift Fund Purchases	7,268.41	0.00	0.00
000902 - Friends Gift Purchases	90,779.67	80,000.00	80,000.00
000911 - Training & Conferences	11,975.77	23,000.00	23,000.00
000915 - Memberships	6,955.19	18,100.00	18,100.00
000918 - Water	27,711.94	37,250.00	37,250.00
000920 - Electricity	191,833.79	188,000.00	188,000.00
000921 - Heat	27,008.46	26,000.00	26,000.00
000925 - Landscaping /Snow Removal	43,271.53	39,500.00	45,000.00
000930 - Maintenance/Repairs	35,264.73	47,000.00	47,000.00
000931 - Repairs & Maintenance Supplies	20,363.03	69,000.00	69,000.00
000934 - Maintenance Contracts	231,466.84	300,000.00	300,000.00
000935 - Insurance & Bonds	80,628.00	76,620.00	76,620.00
000949 - Technology Upgrades	29,404.50	155,000.00	155,000.00
000950 - E Library Cataloging (OCLC)	21,174.80	21,175.00	22,175.00
000955 - Miscellaneous	55,579.20	7,000.00	7,000.00
000957 - COVID-19	10,202.54	10,000.00	10,000.00
000975 - Building & Improvements	229,173.43	320,000.00	320,000.00
000980 - Furniture/Furnishings	1,802.31	60,000.00	60,000.00
000981 - Vehicle	1,303.46	1,600.00	1,600.00
000982 - Books	239,059.45	278,000.00	278,000.00
000983 - eBooks	0.00	100,000.00	100,000.00
000984 - Software	27,989.85	75,000.00	75,000.00
000985 - Equipment	12,507.95	70,525.00	195,525.00
000986 - Computers	33,916.25	35,000.00	35,000.00
000987 - Integrated Library System	107,008.08	189,000.00	189,000.00
000988 - Audio Visual	34,284.60	55,000.00	55,000.00
000989 - Information Resources	238,306.67	219,400.00	238,000.00
000990 - Video/ DVD/ Movie Collection	58,381.08	68,450.00	68,450.00
000991 - TLN (formerly Metro Net)	24,738.52	36,500.00	36,500.00
000993 - Interest Expense	1,462.00	0.00	1,470.00
000994 - Principal Expense	11,738.00	0.00	11,750.00
Total Other Expenses	<u>2,289,996.92</u>	<u>3,083,620.00</u>	<u>3,302,850.00</u>
Total Expenses	<u>5,471,750.41</u>	<u>7,148,349.00</u>	<u>7,388,263.00</u>
Transfers			

Endowment Fund

Farmington Community Library
Revenue and Expenditure Report
As of November 30, 2022

Revenue

000669 - Investment Gain Loss

Total Revenue

Total Revenue in Excess of Expenses

—
—
—
—

Farmington Community Library
 Comparative Balance Sheet
 As of November 30, 2022

	PERIOD ENDED 06/30/2022	PERIOD ENDED 11/30/2022
Assets		
Cash & Cash Equivalents		
000017 - Library Endowment Fund	346,623.39	344,569.38
Total Cash & Cash Equivalents	<u>346,623.39</u>	<u>344,569.38</u>
Total Assets	<u>346,623.39</u>	<u>344,569.38</u>
Liabilities and Equity		
Equity		
000375 - Fund Balance - Restricted - Farmington Branch	100,000.00	100,000.00
000380 - Fund Balance - Committed - future endowments	252,745.48	246,623.39
Total Equity	<u>352,745.48</u>	<u>346,623.39</u>
Net Income Current Period	<u>(6,122.09)</u>	<u>(2,054.01)</u>
Total Liabilities and Equity	<u>346,623.39</u>	<u>344,569.38</u>

Capital Reserve Fund

Farmington Community Library
Comparative Balance Sheet
As of November 30, 2022

	PERIOD ENDED 06/30/2022	PERIOD ENDED 11/30/2022
Assets		
Cash & Cash Equivalents		
000011 - Millage Money Market - Comerica	2,920,151.25	2,804,243.30
Total Cash & Cash Equivalents	<u>2,920,151.25</u>	<u>2,804,243.30</u>
Total Assets	<u>2,920,151.25</u>	<u>2,804,243.30</u>
Liabilities and Equity		
Equity		
000390 - Fund Balance	2,301,369.79	2,920,151.25
Total Equity	<u>2,301,369.79</u>	<u>2,920,151.25</u>
Net Income Current Period	<u>618,781.46</u>	<u>(115,907.95)</u>
Total Liabilities and Equity	<u>2,920,151.25</u>	<u>2,804,243.30</u>

Capital Reserve Fund

Farmington Community Library
Revenue and Expenditure Report
As of November 30, 2022

Revenue	—
000665 - Interest	
Total Revenue	—
Transfers	—
000699 - Transfer in	
000995 - Transfer out	
Total Transfers	—
Total Revenue in Excess of Expenses	==
	==

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
10,188,784.05	0.75%	6,699.55	-	15,830.79	Money Market	000011
344,569.38	N/A	-	(312.85)	(8,123.79)	Investment	000017
<u>10,533,353.43</u>				<u>7,707.00</u>		