



FARMINGTON COMMUNITY LIBRARY

**Farmington Community Library
Board of Trustees Meeting
Thursday, March 10, 2022
6:00 p.m.**

Contact Trustees

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

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
March 10, 2022

- **Call to Order (6:05)**
- **Approval of Agenda**
- **Minutes**
 - Approval of Minutes - Regular Board Meeting - February 10, 2021
- **Treasurers Report (6:15-6:30)**
 - Plante Moran
 - Operating Bills
 - Approval of February 2022 Bills
- **Friends Report (6:30-6:40)**
- **Interim Director's Report (6:40-7:00)**
 - I.T. Updates
 - Facilities Report
 - Introduction of a staff member
- **Training/Resources (7:00-7:20)**
 - Materials challenges
- **Sub-Committee Updates (7:20-7:40)**
 - Strategic Planning Committee
 - Personnel Committee
- **Unfinished Business (7:40-8:00)**
 - Space utilization
- **New Business (8:00-8:10)**
 - MCMR
- **Board Trustee Comments and Announcements**
- **Correspondence**

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
March 10, 2022

- Public Comment (3 minutes per person)
- Adjournment

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

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

Board Members Absent: Hahn

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

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:04 p.m. by Board President Duron-Willner.

APPROVAL OF AGENDA

MOTION by Murphy to approve the Agenda for the February 10, 2022 Board meeting, was supported by Brown.

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

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting on January 13, 2022, was supported by Stryd.

Vote: Aye: Stryd, White, McClellan, Brown, Murphy

Opposed: None

Abstain: Duron-Willner, Kelly

Motion passed.

OPERATING BILLS

MOTION by Brown that the Board of Trustees approve expenditures totaling \$265,887.55 was supported by Stryd.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FINANCIAL REPORT

MOTION by Brown to receive and file the Monthly Budget for January, 2022, was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FRIENDS' REPORT (Stacey Charlesbois)

- Solicitation letter will be going out to all residents of Farmington and Farmington Hills in April.
- Friends looking at setting up process for online donations.
- Web page is being redesigned.

- Amazon Smile is another way to give.
- Gala will be June 3 at Twelve Mile. "Cool to Duel" dueling pianos will entertain.
- Book sales likely in May and October / November.

LIBRARY DIRECTOR'S REPORT

- Supervisors are participating in a workshop series on diversity, equity, and inclusion offered through The Library Network.
- Smart goals and training and development are being integrated into evaluation of staff.
- Process of onboarding of new staff is being examined.
- Situation with ADP is not smooth. On February 9, 2022, KS told ADP she had "no confidence in their product". Exploring options, but KS realizes FCL may have to stick with ADP.
- Relationships continue with Farmer's Market (Little Sprouts Corner) and Korner Barber (creating window displays that overlook Grand River and Farmington).
- Supervisors agree that (hopefully) things have calmed to a point where they can again look forward and think about innovating.
- Considerations for board to get more information: EveryLibrary.org offers pro bono campaign consulting for millages. International Federation of Library Associations and Institutions (IFLA) released report naming five trends important to libraries desiring to evolve.
- Spotlight on a staff member. This month: Sarah Zitter Masindi.

FACILITIES REPORT (Donald Wrench)

- Architects have all necessary information regarding large fire door at Twelve Mile. Developing plan for next steps.
- Installing light switches at Twelve Mile so that interior lights need not be controlled with breakers will begin in March. Estimated cost: \$5,600 plus wall rebuild.
- LED light project for exteriors will continue in warmer weather.
- Drinking fountains at Liberty Street will need replacing. Estimate: \$15,147. New system would be a bottle system. Estimate does not include rebuilding wall.
- New media display panels and cases for each building entry are being studied by IT/AV Department. Estimated cost: \$8,000 for each building to install panel and case.
- On horizon:
 - Buildings: roofs, Liberty Street back porch
 - Technology: automated material handling system (conveyor), network infrastructure, new servers / move servers

COMMITTEE REPORTS

Strategic Planning (Michele Kelly)

Met on January 18 and on February 9. Committee looked at examples of RFPs for a consultant. Desire would be to coordinate any space utilization study and efforts of consultant so that these do not overlap.

As far as timeline, committee is considering "Looking to 2030" which would be seven years.

Personnel Committee (Ernie McClellan)

Met on February 9. Committee is studying organizational chart and wage structure. Draft of Non-Harassment Policy was distributed to board.

UNFINISHED BUSINESS

- Space Utilization Study - Both firms who submitted bids will be invited to present at March meeting.
- Liberty Street doors

MOTION by Kelly to approve replacement of entry doors at Liberty Street at estimated cost of \$35,000 was supported by Duron-Willner.

Vote: Aye: All in favor

Opposed: None

Motion passed.

- Covid Pay - library administration will monitor

NEW BUSINESS

- President Duron-Willner will pursue setting up board retreat.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

None

CORRESPONDENCE

None

PUBLIC COMMENT

S. Charlesbois - please look at the full report from the IFLA (mentioned by KS in Director's Report).

ADJOURNMENT

MOTION by White to adjourn the Board Meeting, was supported by McClellan.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 8:04 pm by President Duron-Willner. The next meeting of the Library Board is scheduled for Thursday, March 10, 2022, at 6:00 pm.

Respectfully Submitted,

Jim White

Jim White, Secretary
Library Board of Trustees

Interim Director's Report March 10, 2022

Oakland County Small Business Development Program

Sherri Vaughn and I met with Tiffiani Moncrief, who is the head of this program, to discuss partnering with Oakland County to work together in terms of meeting space, resources, programs, etc. to target women owned, minority owned, veteran owned, businesses affected by COVID 19, and those with revenue under \$1M. This program has 9 target areas with Farmington Hills being one of them.

National Library Week April 3-9

This year's theme is "Connect with Your Library." We are planning a week of community engagement and staff appreciation.

Patron Comments

Included in your Board packet.

Meeting Room Policy

Meeting rooms have come up a lot lately, specifically the charging of non-profits and specifically those that focus on youth. This has been an issue now that organizations such as the Girl Scouts/Boy Scouts have not been able to meet at the schools due to COVID. In place of the school, they have been seeking space at the library. Our meeting room policy states:

The meeting rooms are available for a fee to non-profit organized cultural, educational, political (only elected representatives may rent a room) and civic groups in the Cities of Farmington and Farmington Hills **provided their meetings are open to the public**. We are unable to accommodate the request for private parties.

The meeting rooms are available to groups and businesses in the Cities of Farmington and Farmington Hills provided that the intended use will complement and not conflict with the library's objectives.

Organizational representatives applying for room reservations must be Farmington Community Library card holders. Reservation must include time for group setup and cleanup. Payment is required at the time of reservation, or the reservation will not be honored. Room arrangements must be confirmed no later than two weeks prior to the reservation. After that time, no changes will be made to the setup.

Generally, we reserve the right not to charge organizations we partner with such as FPS, DDA, both cities, etc. and elected officials. Exceptions are made for other civic organizations and youth groups as well. In 2018/2019, at the Main Library 91% of the room rentals were non-profit. Of the 10 surrounding libraries we polled, only 4

(Rochester, Troy, Northville, Canton) do not charge non-profits and the average cost for renting a room is between \$15 and \$20 an hour.

At this time, we are not recommending that any change be made to the meeting room policy or fees charged. However, it has been asked of the Friends Board President to consider subsidizing youth-centric organizations who may want to rent meeting rooms.

Staffing

Deb Hemmye, Head of Adult Services, has accepted the position of Director at the Huntington Woods Public Library. We are once again hiring for the Head of Adult Services position.

Monthly Birthday Celebrations

February birthdays included Cynthia Gay, Jen Hassell, Laurie Salinger, Ashley Sims, Hannah Chow, Jenn McKee. Vanilla Celebration Cake with Sprinkles was the cake of choice for February.

Conference Attendance

Kristel Sexton, Maria Showich-Gallup, and I will be at PLA March 22-25. Both Maria and Kristel received a \$1600 stipend to attend. Kathy McKinney will be attending and presenting at the Innovative User's Group (IUG) conference April 5-8. This conference is virtual. Kathy presentation is titled *Vega: From Implementation to Patron Usage*.

Programs

Battle of the Books

Monday, April 25 7:00 – 9:00 PM

Volunteers needed – scorers, runners, costume judges.

Thursday Afternoon Club Thursdays at 4:00 PM

This is a relatively new program for kids in grades 3-5. It began in February and includes STEM projects, art, and making healthy snacks.

Spring Card-Making Class

Back by popular demand. Two sessions, March 7 or 8

Michigan's Most Dangerous Woman via Zoom March 10 at 7:00 PM

Peek behind the walls of the old Detroit House of Correction, the only Michigan prison to house female inmates serving long-term sentences and meet some of the most dangerous women in Michigan history.

Birdwatching vs. Birding via Zoom March 17 at 7:00 PM

Learn more about birds through a demonstration of the joys of birding that you can have both in your backyard and in our area. Novice and aspiring birders will especially benefit from the program. Topics include:

- Discuss the excitement and enjoyment of birdwatching

- Differences between birdwatching and birding
- How to attract more birds to your backyard
- Backyard birds, types of seed, feeders, and their care
- How birding beyond the backyard leads to many enriching experiences
- Places to go birding in our area
- The excitement of a bird chase
- Stories from the field while birding

Harry Potter House Party March 18

Ages 10-16 at 6:00 PM

Ages 17-99 at 8:30 PM

Celebrate what you love about your Hogwarts House! Whether you're a Hufflepuff or a Slytherin, a Ravenclaw or a Gryffindor, you're sure to have a magical evening at this after-hours party. Crafts, games, trivia – there's something for everyone!

Healthy Living Series: The Power of Food and Nutrition In person and via Zoom
March 30 at 2:00 PM

In observation of National Nutrition Month, join us for the third presentation of our Healthy Living Series, a collaboration between the Farmington Community Library and Beaumont Health! Discuss of dietary guidelines and how to incorporate them into our lives. We will dive into each food group and teach how food can increase energy, help with cholesterol, weight control, hydration, and more.

Submitted by
Kelley Siegrist
Interim Director

Farmington Community Library Collection Development Policy

Last revised February 2022. Approved by the Library Board of Trustees XXXXXXXX.

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Collection Development Policy

1. Mission Statement

The Library facilitates independent learning and encourages the love of reading from early childhood throughout one's lifetime. Information formats and service delivery will evolve as the community's demographics change and technology improves. Our mission statement provides a philosophical framework for the services, collections, and programs offered by the Farmington Community Library. This statement was approved by the Library Board of Trustees in April, 2004.

2. Purpose of Collection Development Policy

The Collection Development Policy, approved by the Library Board of Trustees, is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Farmington Community Library's collections, the practices that maintain it over time, and the guidelines that help the collection respond to community interests while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, the Farmington Community Library's collection will remain on course, reflecting the interests of the Farmington/Farmington Hills community, while creating unique experiences of meaning and inspiration for the individual patron.

3. Philosophy and Scope of the Collection

The Farmington Community Library collects materials, in a variety of formats, which support its function as an information source for the needs of a suburban population. The collection also serves the general educational, recreational, and entertainment interests of the public, and reflects the racial, ethnic and cultural diversity of the community.

Widespread interest and usage are the most powerful influence on the Library's collection. The other driving force is the Library's strategic plan. Selections are made to provide depth and diversity of viewpoints to the existing collection. Inherent in the collection development philosophy is an appreciation for each patron of the Farmington Community Library. The Library provides materials to support each individual's journey, and does not place a value on one patron's needs or preferences over another's.

The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. The Board of Trustees of the Farmington Community Library opposes restricting access to library materials and services for minors and holds that it is the parents – *and only the parents* – who may restrict their children – *and only their children* – from access to library materials and services. The Farmington Community Library does not intrude on that relationship. The Library and its staff are responsible for providing equal access to library materials and

services for all library patrons (see Appendix E). The restriction of certain materials to protect those materials from damage is not hereby opposed, but rather recognized as part of reasonable stewardship.

4. Selection Criteria

Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication, with preference given to items published in the last six months
- Price, availability and Library materials budget
- Online resources are also evaluated based on accessibility and the availability of library licensing

5. Patron Suggestions

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria. Requests are not guarantees of purchase, including works by local, self-published and/or aspiring authors.

6. Requests for Reconsideration

The Board of Trustees recognizes the right of citizens to request that the Library reevaluate any item in the collection. Residents of Farmington and Farmington Hills wishing reconsideration of an item must complete and sign a *Request for Reconsideration of Library Materials* form available at each FCL location or online. The completed form will be forwarded to the Library Director, who will appoint a committee of 2 or more members of the professional staff to research published reviews and evaluate the material being reconsidered. The item in question will not be removed from the shelf during the reconsideration process. Neither selection nor removal of material will be determined by pressure from a group or individual. The committee will make a recommendation to the Director as to its disposition. A decision on the material's status will be made by the Director, who will prepare a written reply to the individual submitting the form. The decision may result in maintaining the same status, changing the location, or, in rare cases, removing the item from the collection.

7. Collection Management

Philosophy of Collection Management

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Responsibility for Collection Management

Implementation of collection development policy and management of the collection is assigned to Library staff. The Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends of the Library serve as an instrument for the

Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal, employing the CREW method (see Appendix G):

- Damage or poor condition
- No longer relevant to the needs and interests of the community
- Superseded by a new edition and/or new item on the subject
- Infrequent use and lack of demand
- No longer accurate
- Availability elsewhere including other libraries and online

Gifts

The Farmington Community Library accepts donations of books, other materials, and monetary gifts. Gifts are evaluated in the same manner as materials considered for purchase by the Library. The Library retains the authority to accept or reject gifts. Library staff and/or representatives of the Friends of the Library make all decisions as to the use, housing and final disposition of donations.

Areas of Limited Acquisition

The library's capability to provide service is limited by the size of physical and financial resources and by the size of the library staff. Patrons seeking resources in specialized subject areas, such as textbooks, may be referred to academic or other institutions.



Statement of Principle – Intellectual Freedom*

Adopted by the MLA Board of Directors on September 10, 2021

The Michigan Library Association (MLA) actively advocates and educates in defense of intellectual freedom – the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession, and a basic right in our democratic society.

Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas without restriction. Viewed as an integral component of a democratic society, intellectual freedom protects an individual's right to access, explore, consider, and express ideas and information as the basis for a self-governing, well-informed citizenry. Intellectual freedom comprises the bedrock for freedoms of expression, speech, and the press and relates to freedoms of information and the right to privacy.

The United Nations upholds intellectual freedom as a basic human right through Article 19 of the Universal Declaration of Human Rights which asserts:

“Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.”

Intellectual freedom encompasses many areas including issues of academic freedom, Internet filtering, and censorship. MLA values an individual's right to choose informational concepts and media to formulate thought and opinion without repercussion, restrictions to access and barriers to privacy of information constitute intellectual freedom issues. MLA opposes any restrictions to access which may include:

- banned books, book burning, and challenges to literature
- censorship in any form
- self-censorship by authors, editors, journalists, or library materials selectors
- measures that diminish net neutrality
- government information and freedom of information laws

In addition, MLA supports upholding an individual's right to privacy of information. Some of these challenges include:

- data mining
- surveillance
- data protection and information privacy laws and practices
- confidentiality of library users' records of access
- legislation that suspends civil liberties in the name of national security such as the Patriot Act and the Homeland Security Act

Not only does MLA oppose censorship of materials, but we are also proponents of the accessibility to materials without prejudice to every member of the community.

As the digital world continues to evolve, libraries help ensure that people can access the information they need – regardless of age, education, gender, religion, sexual orientation, ethnicity, language, income, physical limitations or geographic barriers.

** This statement of principle on Intellectual Freedom is attributed in whole to an array of articles and sessions documented through the all-encompassing work done by the American Library Association (ALA).*

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

Diverse Collections: An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation." A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library's selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are cataloged, labeled, and displayed;
- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities.¹

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection's diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.²

¹ "Services to People with Disabilities: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeopledisabilities>)," adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

² *ALA Code of Ethics*, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 *under previous name* "Diversity in Collection Development"; and June 24, 2019.

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹ *Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011).

² *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

³ "Privacy: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>)," adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

⁴ "Libraries: An American Value (<http://www.ala.org/advocacy/intfreedom/americanvalue>)," adopted on February 3, 1999, by ALA Council.

⁵ "Rating Systems: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/rating-systems>)," adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

(/offices/oif)

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

Professional Ethics

ALA's Code of Ethics is the responsibility of the Committee on Professional Ethics ([/groups/committees/ala/ala-profethic](http://www.ala.org/groups/committees/ala/ala-profethic)) (COPE). The Code of Ethics is the document that translates the values of intellectual freedom that define the profession of librarianship into broad principles that may be used by individual members of that profession as well as by others employed in a library as a framework for dealing with situations involving ethical conflicts.

- Copyright: An Interpretation of the *Code of Ethics* (<http://www.ala.org/tools/ethics/copyright>) (amended January 29, 2019)
- Conflicts of Interest Q&A (<http://www.ala.org/tools/ethics/conflictsofinterestqa>) (amended April 30, 2019)
- Enforcement of the *Code of Ethics* Q&A (<http://www.ala.org/tools/ethics/enforcementqa>) (amended January 28, 2019)
- Ethics and Social Media Q&A (<http://www.ala.org/tools/ethics/socialmediaqa>) (amended January 28, 2019)
- Speech in the Workplace Q&A (<http://www.ala.org/tools/ethics/workplacespeechqa>) (amended April 30, 2019)

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.



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March 7, 2022

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

Re: February 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		Account No:		
02/02/2022	10126--Michigan Employers Retirement		4,061.52	02/28/2022
02/02/2022	10126--Michigan Employers Retirement		1,459.87	02/28/2022
02/02/2022	10126--Michigan Employers Retirement		1,223.88	02/28/2022
02/02/2022	10126--Michigan Employers Retirement		3,159.41	02/28/2022
02/02/2022	10126--Michigan Employers Retirement		4,378.57	02/28/2022
02/02/2022	10140--ADP, LLC		21,403.06	02/28/2022
02/16/2022	10126--Michigan Employers Retirement		4,046.46	02/28/2022
02/16/2022	10126--Michigan Employers Retirement		1,461.02	02/28/2022
02/16/2022	10126--Michigan Employers Retirement		1,208.93	02/28/2022
02/16/2022	10126--Michigan Employers Retirement		3,273.63	02/28/2022
02/16/2022	10126--Michigan Employers Retirement		4,376.12	02/28/2022
02/16/2022	10126--Michigan Employers Retirement		15,023.56	02/28/2022
02/16/2022	10140--ADP, LLC		21,414.72	02/28/2022
02/18/2022	10140--ADP, LLC		3,612.78	02/28/2022
02/23/2022	10140--ADP, LLC		419.87	02/28/2022
02/24/2022	10140--ADP, LLC		330.00	02/28/2022
Total for Comerica - 4751			90,853.40	
Bank: Bill.com Clearing - Bill.com Money Out Clearing		Account No:		
02/14/2022	10231--CCH Incorporated		193.16	In Transit
02/14/2022	10002--Farmington Community Library		8,625.00	In Transit
02/14/2022	10023--Witt Mechanical, Inc		235.50	In Transit
02/14/2022	10228--Waug's Electric Service, Inc.		1,514.00	In Transit
02/14/2022	10032--The Friends Of The Library		400.00	In Transit
02/14/2022	10220--PTS Communications		150.00	In Transit
02/14/2022	10083--Pitney Bowes Global Financial Services Inc		242.22	In Transit
02/14/2022	10315--MetroNet Consortium		5,515.06	In Transit
02/14/2022	10221--Jennifer Willard		85.00	In Transit
02/14/2022	10410--Houghton Mifflin Harcourt Publishing Co		1,840.00	In Transit
02/14/2022	10024--City of Farmington Hills		76.59	In Transit
02/14/2022	10017--CDW Government Inc		1,469.12	In Transit
02/14/2022	10029--Unique		242.15	In Transit
02/14/2022	10409--Rebecca Brown		279.86	In Transit
02/14/2022	10201--Plante Moran		6,963.03	In Transit
02/14/2022	10082--OverDrive, Inc		44,968.24	In Transit
02/14/2022	10010--McCoy Maintenance Inc		9,857.69	In Transit
02/14/2022	10004--Ingram Library Services		726.64	In Transit
02/14/2022	10033--Demco Inc.		906.34	In Transit
02/14/2022	10025--Danboise Mechanical Inc		1,186.98	In Transit
02/14/2022	10000--Baker & Taylor Inc		4,454.78	In Transit
02/14/2022	10008--Amazon		134.99	In Transit
02/18/2022	10082--OverDrive, Inc		950.08	In Transit
02/18/2022	10023--Witt Mechanical, Inc		2,116.50	In Transit
02/18/2022	10102--Wesco Receivables Corp		706.36	In Transit
02/18/2022	10035--The Library Network		10,677.69	In Transit
02/18/2022	10042--Rowan & Littlefield Publishing Group		165.36	In Transit
02/18/2022	10079--Midwest Tape Hoopla		8,799.46	In Transit
02/18/2022	10411--Kaeser & Blair Incorporated		176.16	In Transit
02/18/2022	10221--Jennifer Willard		77.24	In Transit
02/18/2022	10147--EHIM		705.87	In Transit
02/18/2022	10412--Discount Paper Products, Inc		572.00	In Transit
02/18/2022	10268--Blackbaud, Inc.		3,000.00	In Transit
02/18/2022	10141--Benistar/UA-6803		12,901.00	In Transit
02/18/2022	10016--Advanced Pest Control		149.00	In Transit
02/18/2022	10011--Midwest Tape		741.02	In Transit
02/18/2022	10017--CDW Government Inc		4,696.62	In Transit
02/18/2022	10000--Baker & Taylor Inc		2,039.00	In Transit
Total for Bill.com Clearing			138,539.71	
Bank: Comerica -		Account No:		
02/07/2022	10238--O.C.W.R.C.		1,377.54	02/28/2022
02/07/2022	10238--O.C.W.R.C.		212.35	02/28/2022
02/07/2022	10238--O.C.W.R.C.		156.55	02/28/2022
02/09/2022	10009--Consumers Energy		1,000.82	02/28/2022
02/11/2022	10006--Bright House Networks		123.99	02/28/2022
02/11/2022	10009--Consumers Energy		3,407.47	02/28/2022
02/14/2022	10330--Comerica Commerical Card Services		718.52	02/28/2022
02/14/2022	10019--Clear Rate Communications		421.40	02/28/2022

**Farmington Community Library
Check Register**

	Vendor	Document No	Amount	Cleared
02/14/2022	10014--T-Mobile		1,137.59	02/28/2022
02/17/2022	10087--WM Corporate Services, Inc.		4,403.20	02/28/2022
02/17/2022	10005--DTE Energy		2,944.10	02/28/2022
02/17/2022	10005--DTE Energy		9,973.52	02/28/2022
02/28/2022	10003--AT&T		157.46	02/28/2022
02/28/2022	10003--AT&T		711.33	02/28/2022
	Total for Comerica -		26,745.84	

Motion required:

I move that the Board approve the above expenditures as presented
GRAND TOTAL: \$256,138.95

General Fund

Farmington Community Library
 Comparative Balance Sheet
 As of February 28, 2022

	PERIOD ENDED 06/30/2021	PERIOD ENDED 02/28/2022	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000001 - General Checking - Comerica	419,870.53	945,481.69	525,611.16	125.18 %
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	582,502.18	341,579.10	141.77 %
000010 - Pamphlet Checking	326.02	0.00	(326.02)	(100.00) %
000011 - Capital Reserve Money Market - Comerica	1,694,500.07	6,469,517.93	4,775,017.86	281.79 %
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	7,998,761.80	2,620,266.26	48.71 %
Other Assets				
000018 - Accounts Receivable	249,956.62	0.00	(249,956.62)	(100.00) %
000040 - Accounts Receivable - Metro Net	20,914.55	79,174.34	58,259.79	278.56 %
000042 - Accounts Receivable - Friends	44,303.17	22,331.92	(21,971.25)	(49.59) %
000043 - Accounts Receivable - Interlibrary Loan	0.00	74.56	74.56	100.00 %
000123 - Prepaid Expense	148,617.67	1,186.38	(147,431.29)	(99.20) %
Total Other Assets	463,792.01	102,767.20	(361,024.81)	(77.84) %
Total Assets	5,842,287.55	8,101,529.00	2,259,241.45	38.67 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
000202 - Accounts Payable	190,193.07	62,457.19	(127,735.88)	(67.16) %
000203 - Manual Accounts Payable	20,665.73	0.00	(20,665.73)	(100.00) %
000209 - Friends of Library - Book Sale	133.00	3,437.34	3,304.34	2,484.46 %
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	316.41	34.81	12.36 %
Total Current Liabilities	348,218.55	76,065.04	(272,153.51)	(78.15) %
Long Term Liabilities				
000331 - Unemployment Liability	401,930.00	400,481.75	(1,448.25)	(0.36) %
000339 - Unearned Revenues	52,998.45	0.00	(52,998.45)	(100.00) %
Total Long Term Liabilities	454,928.45	400,481.75	(54,446.70)	(11.96) %
Total Liabilities	803,147.00	476,546.79	(326,600.21)	(40.66) %
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	2,570,063.21	1,489,719.49	137.89 %

General Fund

Farmington Community Library
Comparative Balance Sheet
As of February 28, 2022

	<u>PERIOD ENDED</u> <u>06/30/2021</u>	<u>PERIOD ENDED</u> <u>02/28/2022</u>	<u>CHANGE</u>	<u>% CHANGE</u>
Total Liabilities and Equity	<u>5,842,287.55</u>	<u>8,101,529.00</u>	<u>2,259,241.45</u>	<u>38.67 %</u>

**Farmington Community Library
Revenue and Expenditure Report
As of February 28, 2022**

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2021	06/30/2022	06/30/2022	02/28/2022	
	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	3,482,490.01	98.47 %
000405 - Summer Tax Revenue - City	338,444.05	367,945.00	367,945.00	344,358.74	93.59 %
000406 - Winter Tax Revenue - Hills	2,042,434.78	2,070,545.00	2,070,545.00	1,983,238.77	95.78 %
000407 - Winter Tax Revenue - City	197,199.55	215,420.00	215,420.00	198,228.57	92.02 %
000410 - Delinquent Taxes	16,245.10	6,200.00	16,200.00	3,202.30	19.77 %
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	7,900.00	52.67 %
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	14,392.22	44.77 %
000643 - Snack Vending Machines Revenue	42.82	45.00	45.00	0.00	0.00 %
000644 - Paver Sales	400.00	0.00	125.00	375.00	300.00 %
000646 - Memorial & Gifts Revenue	9,429.21	11,700.00	11,700.00	7,508.50	64.18 %
000655 - Fines, Fees & Lost Book	5,363.80	5,400.00	5,400.00	4,191.10	77.61 %
000665 - Interest	2,736.78	3,500.00	3,500.00	2,388.43	68.24 %
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	15,832.44	128.93 %
000674 - Gifts From Friends of Library	0.00	62,000.00	62,000.00	61,007.26	98.40 %
Total Revenue	6,608,534.55	6,869,056.00	6,924,181.00	6,135,118.37	88.60 %
Expenses					
Payroll and Related Expenses					
000702 - Salaries & Wage Expense	1,998,609.34	2,668,800.00	2,668,800.00	1,380,361.36	51.72 %
000709 - Employers FICA expense	143,170.99	204,600.00	204,600.00	105,575.34	51.60 %
000723 - OPEB Expense	78,425.96	116,300.00	116,300.00	29,037.97	24.97 %
000724 - Retiree Health Ins	130,662.74	150,800.00	150,800.00	102,372.76	67.89 %
000725 - Dental, Optical, & Hearing	0.00	30,000.00	30,000.00	10,068.53	33.56 %
000726 - Hospitalization Insurance	229,782.10	307,100.00	307,100.00	193,985.61	63.17 %
000727 - Group Life - Mutual of Omaha	12,268.61	20,400.00	20,400.00	9,370.09	45.93 %
000728 - Retirement Fund - Employers	175,678.50	204,780.00	252,000.00	173,467.37	68.84 %
000729 - Unemployment Compensation	203,727.05	0.00	0.00	0.00	0.00 %
Total Payroll and Related Expenses	2,972,325.29	3,702,780.00	3,750,000.00	2,004,239.03	53.45 %
Other Expenses					
000750 - Office Supplies	10,289.34	12,050.00	20,000.00	9,569.50	47.85 %
000752 - Operating Supplies	14,484.66	19,450.00	24,450.00	8,825.43	36.10 %
000754 - Vending Equipment & Supplies	14,095.42	19,500.00	24,500.00	12,883.42	52.59 %
000791 - Newspapers & Periodicals	34,006.10	38,000.00	38,000.00	29,604.10	77.91 %

Farmington Community Library
Revenue and Expenditure Report
As of February 28, 2022

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2021	06/30/2022	06/30/2022	02/28/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
000801 - Professional Services	605,751.28	275,000.00	275,000.00	169,857.60	61.77 %
000802 - Friends - Credit Crd pass thru	0.00	0.00	0.00	(275.00)	0.00 %
000850 - Telephone	19,286.59	20,460.00	20,460.00	12,637.66	61.77 %
000851 - Postage	1,725.87	7,000.00	7,000.00	2,256.11	32.23 %
000860 - Transportation	709.14	1,090.00	1,090.00	480.92	44.12 %
000880 - Programming & Publicity	14,798.16	15,000.00	15,000.00	2,081.88	13.88 %
000900 - Processing	0.00	12,000.00	36,000.00	29,785.00	82.74 %
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	16,643.50	26.84 %
000911 - Training & Conferences	12,623.10	15,175.00	15,175.00	8,531.95	56.22 %
000915 - Memberships	6,565.37	18,100.00	18,100.00	4,974.19	27.48 %
000918 - Water	36,732.73	37,250.00	37,250.00	21,730.00	58.34 %
000920 - Electricity	176,371.69	188,000.00	188,000.00	111,734.22	59.43 %
000921 - Heat	22,895.96	26,000.00	26,000.00	10,687.69	41.11 %
000925 - Landscaping /Snow Removal	30,907.16	39,500.00	39,500.00	24,706.25	62.55 %
000930 - Maintenance/Repairs	0.00	0.00	20,000.00	26,931.84	134.66 %
000931 - Repairs & Maintenance Supplies	46,581.73	69,000.00	69,000.00	10,512.77	15.24 %
000934 - Maintenance Contracts	301,711.85	300,000.00	300,000.00	142,197.21	47.40 %
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	2,785.79	39.80 %
000957 - COVID-19	30,187.24	55,825.00	55,825.00	10,202.54	18.28 %
000975 - Building & Improvements	180,574.50	300,000.00	320,000.00	200,247.43	62.58 %
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	911.46	86.81 %
000982 - Books	219,858.24	245,000.00	245,000.00	155,433.08	63.44 %
000984 - Software	45,760.19	75,000.00	75,000.00	20,380.23	27.17 %
000985 - Equipment	5,602.52	50,525.00	50,525.00	10,323.39	20.43 %
000986 - Computers	12.99	35,000.00	35,000.00	22,455.96	64.16 %
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	15,519.58	36.95 %
000989 - Information Resources	191,255.20	205,735.00	205,735.00	178,803.44	86.91 %
000990 - Video/ DVD/ Movie Collection	78,656.12	81,600.00	81,600.00	30,376.85	37.23 %
000991 - TLN (formerly Metro Net)	25,589.14	30,000.00	30,000.00	20,730.86	69.10 %
Total Other Expenses	2,335,739.54	2,598,350.00	2,795,055.00	1,560,816.13	55.84 %
Total Expenses	5,308,064.83	6,301,130.00	6,545,055.00	3,565,055.16	54.47 %
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 February 28, 2022

	Year Ending 06/30/2021	Year Ending 06/30/2022		Year To Date 02/28/2022	
	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	2,570,063.21	0.00 %

Endowment Fund

Farmington Community Library
 Comparative Balance Sheet
 As of February 28, 2022

	PERIOD ENDED 06/30/2021	PERIOD ENDED 02/28/2022	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000017 - Library Endowment Fund	352,745.48	351,525.12	(1,220.36)	(0.34) %
Total Cash & Cash Equivalents	<u>352,745.48</u>	<u>351,525.12</u>	<u>(1,220.36)</u>	<u>(0.34) %</u>
Total Assets	<u>352,745.48</u>	<u>351,525.12</u>	<u>(1,220.36)</u>	<u>(0.34) %</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>(1,220.36)</u>	<u>544.61</u>	<u>(30.85) %</u>
Total Liabilities and Equity	<u>352,745.48</u>	<u>351,525.12</u>	<u>(1,220.36)</u>	<u>(0.34) %</u>

Endowment Fund

Farmington Community Library
Revenue and Expenditure Report
As of February 28, 2022

	Year Ending 06/30/2021 <u>END BALANCE</u>	Year To Date 02/28/2022 <u>YTD BALANCE</u>
Revenue		
000669 - Investment Gain Loss	(1,764.97)	(1,220.36)
Total Revenue	<u>(1,764.97)</u>	<u>(1,220.36)</u>
Total Revenue in Excess of Expenses	<u>(1,764.97)</u>	<u>(1,220.36)</u>

Capital Reserve Fund

Farmington Community Library
 Comparative Balance Sheet
 As of February 28, 2022

	PERIOD ENDED 06/30/2021	PERIOD ENDED 02/28/2022	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000006 - Capital Reserve Money Market	1,827.14	0.00	(1,827.14)	(100.00) %
000011 - Capital Reserve Money Market - Comerica	0.00	2,302,079.81	2,302,079.81	100.00 %
000014 - Capital Reserve Cash	2,299,542.65	0.00	(2,299,542.65)	(100.00) %
Total Cash & Cash Equivalents	<u>2,301,369.79</u>	<u>2,302,079.81</u>	<u>710.02</u>	<u>0.03 %</u>
Total Assets	<u>2,301,369.79</u>	<u>2,302,079.81</u>	<u>710.02</u>	<u>0.03 %</u>
Liabilities and Equity				
Equity				
000390 - Fund Balance	2,080,794.71	2,301,369.79	220,575.08	10.60 %
Total Equity	<u>2,080,794.71</u>	<u>2,301,369.79</u>	<u>220,575.08</u>	<u>10.60 %</u>
Net Income Current Period	220,575.08	710.02	(219,865.06)	(99.67) %
Total Liabilities and Equity	<u>2,301,369.79</u>	<u>2,302,079.81</u>	<u>710.02</u>	<u>0.03 %</u>

Capital Reserve Fund

Farmington Community Library
Revenue and Expenditure Report
As of February 28, 2022

	Year Ending 06/30/2021 END BALANCE	Year To Date 02/28/2022 YTD BALANCE
Revenue		
000665 - Interest	449.08	710.02
Total Revenue	<u>449.08</u>	<u>710.02</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>710.02</u>

Farmington Community Library
Investment Report
Month Ending January 31, 2022

Account Name	Balance	Current Rate	Current Month Interest	YTD Interest Income (by Calendar Year)	Investment Type	GL Acct
Comerica Millage Money Market	7,832,851.42	0.06%	399.15	3,737.51	Money Market	000011
Fidelity Liberty Endowment	352,693.17	0.00%	(1,168.05)	(2,604.79)	Investment	000017
	<u>8,185,544.59</u>			<u>1,132.72</u>		

FARMINGTON COMMUNITY LIBRARY
Fiscal Year 2022 Recommended Budget Amendment

		FY 2021 Actual	FY 2022 Amended Budget	FY 2022 Year To Date Actual (through January 31, 2022)	FY 2022 Amendments	FY 2022 Amended Budget	Notes
REVENUES							
000404	Summer Tax Revenue - Hills	3,394,148	3,536,531	3,476,431		3,536,531	Tax collection ends September 2021 - No amendment needed
000405	Summer Tax Revenue - City	338,444	367,945	343,823		367,945	Tax collection ends September 2021 - No amendment needed
000406	Winter Tax Revenue - Hills	2,042,435	2,070,545	1,308,473		2,070,545	Tax collection end February 2022 - No amendment needed
000407	Winter Tax Revenue - City	197,200	215,420	143,577		215,420	Tax collection end February 2022 - No amendment needed
000410	Delinquent Taxes	16,245	16,200	3,185		16,200	Amended budget appears reasonable - no amendment needed
000450	MI Special Assmt/replaced PPT	315,943	318,490	-		318,490	Amended budget appears reasonable - no amendment needed
000539	State Penal Fine Revenue	159,114	185,000	-		185,000	Amended budget appears reasonable - no amendment needed
000540	State Aid - Farmington Library	78,154	60,000	-		60,000	Amended budget appears reasonable - no amendment needed
000541	Grant Revenue	784	1,820	-		1,820	Amended budget appears reasonable - no amendment needed
000602	Auditorium Fees	(3,350)	15,000	7,360		15,000	Amended budget appears reasonable - no amendment needed
000603	Metro Net Agency Fee	10,000	10,000	10,000		10,000	Annual fee - no amendment needed
000642	Copy Vending Machine Revenue	4,196	32,150	12,839		32,150	Amended budget appears reasonable - no amendment needed
000643	Snack Vending Machines Revenue	43	45	-		45	Amended budget appears reasonable - no amendment needed
000644	Paver Sales	400	125	125		125	Amended budget appears reasonable - no amendment needed
000645	Legacy Gift/Memorial Revenue	-	-	-		-	Amended budget appears reasonable - no amendment needed
000646	Memorial & Gifts Revenue	9,429	11,700	6,509		11,700	Amended budget appears reasonable - no amendment needed
000655	Fines, Fees & Lost Book	5,364	5,400	3,691	1,000	6,400	Recommend amending budget to match actual FY22 activities
000665	Interest	2,740	3,500	2,132	200	3,700	Recommend amending budget to match actual FY22 activities
000670	Interest - Gift Fund only	36	30	5		30	Amended budget appears reasonable - no amendment needed
000671	Other Income	37,212	12,280	15,096	14,000	26,280	Recommend amending budget to match actual FY22 activities
000674	Gifts FROM Friends of Library	-	62,000	61,007	18,000	80,000	Recommend amending budget to match Friends agreement for FY22
	PLUG	-	-	-		-	
	TOTAL REVENUES	6,608,538	6,924,181	5,394,253	33,200	6,957,381	
EXPENDITURES							
PAYROLL EXPENSES:							
000702	Salaries & Wage Expense	1,998,609	2,668,800	1,208,745		2,668,800	Amended budget appears reasonable - no amendment needed
000709	Employers FICA expense	143,171	204,600	92,949		204,600	Amended budget appears reasonable - no amendment needed
000723	OPEB - Retiree MERS RHFV	78,426	116,300	21,671		116,300	Amended budget appears reasonable - no amendment needed
000724	Retiree Health Ins	130,663	150,800	104,605	9,000	159,800	Contains 8 payments instead of 7 payments - HOWEVER, need to adjust for increase in FY22 medical costs
000725	Dental, Optical, & Hearing	-	30,000	8,661		30,000	Amended budget appears reasonable - no amendment needed
000726	Hospitalization Insurance	229,782	307,100	171,608		307,100	Amended budget appears reasonable - no amendment needed
000727	Group Life - Mutual of Omaha	12,269	20,400	9,637		20,400	Amended budget appears reasonable - no amendment needed
000728	Retirement Fund - Employers	175,679	252,000	151,959	15,000	267,000	Recommend amending budget to adjust for increase in FY22 MERS activities
000729	Unemployment Compensation	203,727	-	-		-	Amended budget appears reasonable - no amendment needed
	TOTAL PAYROLL EXPENSES:	2,972,325	3,750,000	1,769,836	24,000	3,774,000	

		FY 2021 Actual	FY 2022 Amended Budget	FY 2022 Year To Date Actual (through January 31, 2022)	FY 2022 Amendments	FY 2022 Amended Budget	Notes
OPERATING EXPENSES:							
000750	Office Supplies	10,289	20,000	8,955		20,000	Amended budget appears reasonable - no amendment needed
000752	Operating Supplies	14,485	24,450	8,687		24,450	Amended budget appears reasonable - no amendment needed
000754	Vending Equipment & Supplies	14,095	24,500	12,756		24,500	Amended budget appears reasonable - no amendment needed
000791	Newspapers & Periodicals	34,006	38,000	29,008		38,000	The majority of the subscriptions are paid annually at the beginning of the year - No budget amendment needed
000801	Professional Services	605,751	275,000	157,445		275,000	Amended budget appears reasonable - no amendment needed
000802	Friends - Credit Crd pass thru	-	-	-		-	Account is eliminated at year end
000850	Telephone	19,287	20,460	11,073		20,460	Amended budget appears reasonable - no amendment needed
000851	Postage	1,726	7,000	1,006		7,000	Amended budget appears reasonable - no amendment needed
000860	Transportation	709	1,090	481		1,090	Amended budget appears reasonable - no amendment needed
000880	Programming & Publicity	14,798	15,000	1,468		15,000	Amended budget appears reasonable - no amendment needed
000900	Processing	-	36,000	29,785	16,000	52,000	Recommend amending budget to match actual FY22 activities - RFID Tags
000901	Gift Fund Purchases	-	-	3,164		-	Account is eliminated at year end
000902	Friends Gift Purchases	1,750	62,000	9,976	18,000	80,000	Recommend amending budget to match Friends agreement for FY22
000903	Metro Net Shared Expenses	-	-	-		-	Account is eliminated at year end
000904	Metro Net Pass Thru (non FCL)	-	-	44,923		-	Account is eliminated at year end
000911	Training & Conferences	12,623	15,175	8,532		15,175	Amended budget appears reasonable - no amendment needed
000915	Memberships	6,565	18,100	4,779		18,100	Amended budget appears reasonable - no amendment needed
000918	Water	36,733	37,250	19,984		37,250	Amended budget appears reasonable - no amendment needed
000920	Electricity	176,372	188,000	98,817		188,000	Amended budget appears reasonable - no amendment needed
000921	Heat	22,896	26,000	6,279		26,000	Amended budget appears reasonable - no amendment needed
000925	Landscaping /Snow Removal	30,907	39,500	20,688		39,500	Amended budget appears reasonable - no amendment needed
000930	Maintenance/Repairs	-	20,000	26,758	27,000	47,000	Recommend amending budget to match actual FY22 activities - new account this year
000931	Repairs & Maintenance Supplies	46,582	69,000	10,414		69,000	Amended budget appears reasonable - no amendment needed
000934	Maintenance Contracts	301,712	300,000	131,235		300,000	Amended budget appears reasonable - no amendment needed
000935	Insurance & Bonds	69,543	71,620	75,538	5,000	76,620	Recommend amending budget to match actual FY22 activities - Annual Payment
000949	Technology Upgrades	44,282	155,000	29,405		155,000	Amended budget appears reasonable - no amendment needed
000950	E Library Cataloging (OCLC)	20,416	21,175	21,175		21,175	This is an annual payment. Recommend increasing budget to actual YTD expenditures
000955	Miscellaneous	53,647	7,000	2,694		7,000	Amended budget appears reasonable - no amendment needed
000957	COVID 19	30,187	55,825	9,828		55,825	Amended budget appears reasonable - no amendment needed
000975	Building & Improvements	180,575	320,000	200,247		320,000	Capital improvements (12 mile chiller replacement, HVAC & Roofing replacement, Water meter repair, JC Unit). No budget amendment needed
000980	Furniture/Furnishings	-	40,000	-		40,000	Capital improvements (space utilization study, Display Case Reconfiguration, Dedicated Teen Space, Dedicated Baby/Tot area). No budget amendment needed
000981	Vehicle	522	1,050	911	550	1,600	Recommend amending budget to match actual FY22 activities
000982	Books	219,858	245,000	148,418	14,000	259,000	Recommend amending budget to match actual FY22 activities
000984	Software	45,760	75,000	18,667		75,000	Amended budget appears reasonable - no amendment needed
000985	Equipment	5,603	50,525	8,252		50,525	Capital improvements (2 snowblowers, 2 lawnmowers) - no amendment needed
000986	Computers	13	35,000	9,980		35,000	Amended budget appears reasonable - no amendment needed
000987	Integrated Library System	-	122,000	107,008	67,000	189,000	Recommend amending budget to match actual FY22 activities
000988	Audio Visual	18,547	42,000	13,042		42,000	Amended budget appears reasonable - no amendment needed
000989	Information Resources	191,255	205,735	169,462	89,000	294,735	Recommend amending budget to match actual FY22 activities
000990	Video/ DVD/ Movie Collection	78,656	81,600	28,534		81,600	Amended budget appears reasonable - no amendment needed
000991	TLN (formerly Metro Net)	25,589	30,000	20,731	6,500	36,500	Recommend amending budget to match actual FY22 activities
000995	Transfers Out	220,126	379,126	-	(249,300)	145,276	Recommend reducing budgeted transfer into capital fund

	FY 2021 Actual	FY 2022 Amended Budget	FY 2022 Year To Date Actual (through January 31, 2022)	FY 2022 Amendments	FY 2022 Amended Budget	Notes
TOTAL OPERATING EXPENSES:	2,555,866	3,174,181	1,510,106	(6,250)	3,183,381	
TOTAL EXPENDITURES	5,528,191	6,924,181	3,279,941	17,750	6,957,381	
TOTAL REVENUES	6,608,538	6,924,181	5,394,253		6,957,381	
TOTAL EXPENDITURES	5,528,191	6,924,181	3,279,941		6,957,381	
SURPLUS OR DEFICIT	1,080,347	-	2,114,312		-	
NET REVENUES OVER EXPENDITURES:	1,080,347	-	2,114,312		-	
BEGINNING FUND BALANCE (Est.)	3,990,794	5,054,919	5,054,919		5,054,919	
Change in Fund Balance	1,080,347	-	2,114,312		-	
Employee Benefit Fund	(16,221)	-	-		-	
ENDING FUND BALANCE (Est.)	5,054,919	5,054,919	7,169,231		5,054,919	

FARMINGTON COMMUNITY LIBRARY
Fiscal Year 2023 Recommended Budget

	FY 2021 Actual	FY 2022 Proposed Amended Budget	FY 2023 Recommended Budget	
REVENUES				
000404	3,394,148	3,536,531	3,607,262	Added 2% to L-4029 Tax Form for 2021
000405	338,444	367,945	375,304	Added 2% to L-4029 Tax Form for 2021
000406	2,042,435	2,070,545	2,111,956	Added 2% to L-4029 Tax Form for 2021
000407	197,200	215,420	219,728	Added 2% to L-4029 Tax Form for 2021
000410	16,245	16,200	16,250	Budget amount based on 2021 fiscal year actual
000450	315,943	318,490	315,945	Budget amount based on 2021 fiscal year actual
000539	159,114	185,000	159,115	Budget amount based on 2021 fiscal year actual
000540	78,154	60,000	78,155	Budget amount based on 2021 fiscal year actual
000541	784	1,820	785	Budget amount based on 2021 fiscal year actual
000602	(3,350)	15,000	15,000	Budget amount based on 2022 fiscal year budget
000603	10,000	10,000	10,000	Agreed upon annual payment
000642	4,196	32,150	32,150	Budget amount based on 2022 fiscal year budget
000643	43	45	45	Budget amount based on 2022 fiscal year budget
000644	400	125	125	Budget amount based on 2022 fiscal year budget
000645	-	-	-	Budget amount based on 2022 fiscal year budget
000646	9,429	11,700	11,700	Budget amount based on 2022 fiscal year budget
000655	5,364	6,400	6,400	Budget amount based on 2022 fiscal year budget
000665	2,737	3,700	3,700	Budget amount based on 2022 fiscal year budget
000670	36	30	30	Budget amount based on 2022 fiscal year budget
000671	37,212	26,280	26,280	Budget amount based on 2022 fiscal year budget
000674	-	80,000	80,000	Budget amount based on 2022 fiscal year budget
000675	-	-	-	Contributions
TOTAL REVENUES	6,608,535	6,957,381	7,069,930	

	FY 2021 Actual	FY 2022 Proposed Amended Budget	FY 2023 Recommended Budget	
EXPENDITURES				
PAYROLL EXPENSES:				
000702 Salaries & Wage Expense	1,998,609	2,668,800	2,855,400	Determined based on personnel cost summary
000709 Employers FICA expense	143,171	204,600	218,800	Determined based on personnel cost summary
000723 OPEB - Retiree MERS RHFV	78,426	116,300	143,200	Determined based on personnel cost summary
000724 Retiree Health Ins	130,663	159,800	149,200	Determined based on personnel cost summary
000725 Dental, Optical, & Hearing	-	30,000	30,000	Determined based on personnel cost summary
000726 Hospitalization Insurance	229,782	307,100	327,900	Determined based on personnel cost summary
000727 Group Life - Mutual of Omaha	12,269	20,400	21,200	Determined based on personnel cost summary
000728 Retirement Fund - Employers	175,679	267,000	290,816	Determined based on personnel cost summary
000729 Unemployment Compensation	203,727	-	-	Determined based on personnel cost summary
TOTAL PAYROLL EXPENSES:	2,972,325	3,774,000	4,036,516	
OPERATING EXPENSES:				
000750 Office Supplies	10,289	20,000	20,000	Budget amount based on 2022 fiscal year budget
000752 Operating Supplies	14,485	24,450	24,450	Budget amount based on 2022 fiscal year budget
000754 Vending Equipment & Supplies	14,095	24,500	24,500	Budget amount based on 2022 fiscal year budget
000791 Newspapers & Periodicals	34,006	38,000	38,000	Budget amount based on 2022 fiscal year budget
000801 Professional Services	605,751	275,000	275,000	Based on estimated costs for anticipated services
000850 Telephone	19,287	20,460	20,460	Budget amount based on 2022 fiscal year budget
000851 Postage	1,726	7,000	7,000	Budget amount based on 2022 fiscal year budget
000860 Transportation	709	1,090	1,090	Budget amount based on 2022 fiscal year budget
000880 Programming & Publicity	14,798	15,000	15,000	Budget amount based on 2022 fiscal year budget
000900 Processing	-	52,000	52,000	Budget amount based on 2022 fiscal year budget
000902 Friends Gift Purchases	1,750.00	80,000	80,000	Budget amount based on 2022 fiscal year budget
000911 Training & Conferences	12,623	15,175	23,000	Based on calculations provided by Kelley Seigrist
000915 Memberships	6,565	18,100	18,100	Budget amount based on 2022 fiscal year budget
000918 Water	36,733	37,250	37,250	Budget amount based on 2022 fiscal year budget
000920 Electricity	176,372	188,000	188,000	Budget amount based on 2022 fiscal year budget
000921 Heat	22,896	26,000	26,000	Budget amount based on 2022 fiscal year budget
000925 Landscaping/Snow Removal	30,907	39,500	39,500	Budget amount based on 2022 fiscal year budget
000930 Maintenance/Repairs	-	47,000	47,000	Budget amount based on 2022 fiscal year budget
000931 Repairs & Maintenance Supplies	46,582	69,000	69,000	Budget amount based on 2022 fiscal year budget
000934 Maintenance Contracts	301,712	300,000	300,000	Budget amount based on 2022 fiscal year budget
000935 Insurance & Bonds	69,543	76,620	76,620	Budget amount based on 2022 fiscal year budget
000949 Technology Upgrades	44,282	155,000	155,000	Budget amount based on 2022 fiscal year budget
000950 E Library Cataloging (OCLC)	20,416	21,175	21,175	Budget amount based on 2022 fiscal year budget
000955 Miscellaneous	53,647	7,000	7,000	Budget amount based on 2022 fiscal year budget
000957 COVID-19	30,187	55,825	10,000	Mask requirements going down

	FY 2021 Actual	FY 2022 Proposed Amended Budget	FY 2023 Recommended Budget	
000975	180,575	320,000	320,000	Budget amount based on 2022 fiscal year budget
000980	-	40,000	40,000	Budget amount based on 2022 fiscal year budget
000981	522	1,600	1,600	Budget amount based on 2022 fiscal year budget
000982	219,858	259,000	278,000	Budget amount based on 2022 fiscal year budget
000984	45,760	75,000	75,000	Budget amount based on 2022 fiscal year budget
000985	5,603	50,525	50,525	Budget amount based on 2022 fiscal year budget
000986	13	35,000	35,000	Budget amount based on 2022 fiscal year budget
000987	-	189,000	189,000	Budget amount based on 2022 fiscal year budget
000988	18,547	42,000	55,000	Budget amount based on 2022 fiscal year budget
	-	-	100,000	NEW ACCOUNT
000989	191,255	294,735	205,500	Budget amount based on 2022 fiscal year budget
000990	78,656	81,600	68,450	Budget amount based on 2022 fiscal year budget
000991	25,589	36,500	36,500	Budget amount based on 2022 fiscal year budget
000995	220,126	145,276	3,694	Budget amount based on 2022 fiscal year budget
TOTAL OPERATING EXPENSES:	2,555,866	3,183,381	3,033,414	
TOTAL EXPENDITURES	5,528,191	6,957,381	7,069,930	
TOTAL REVENUES	6,608,535	6,957,381	7,069,930	
TOTAL EXPENDITURES	5,528,191	6,957,381	7,069,930	
SURPLUS OR DEFICIT	1,080,344	-	(0)	
NET REVENUES OVER EXPENDITURES:	1,080,344	-	(0)	
BEGINNING FUND BALANCE (Est.)	3,990,793	5,054,916	5,054,916	
Change in Fund Balance	1,080,344	-	(0)	
Employee Benefit Fund	(16,221)			
ENDING FUND BALANCE (Est.)	5,054,916	5,054,916	5,054,916	



STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GRETCHEN WHITMER
GOVERNOR

GARLIN GILCHRIST II
LT. GOVERNOR

March 1, 2022

Farmington Community Library
32737 West 12 Mile Road
Farmington Hills, MI 48334

Dear Friends,

Happy March is Reading Month! Let's celebrate all the wonderful libraries across Michigan that provide Michiganders of all ages with resources, knowledge, and fellowship. Your service to your community is invaluable and has the potential to change lives.

Throughout history, libraries have been beacons of knowledge. The Farmington Community Library is no different, providing events, books, and programs for people of all ages. Libraries plant seeds of inspiration in our young people and create a nurturing environment for their ideas to grow. It is incumbent on all of us to work together to ensure our communities succeed, which is why we are thankful for Farmington Community Library and the library professionals, staff, and volunteers who go above and beyond to make a real difference in people's lives.

Thank you always for your hard work, and especially throughout these past two years. Not only have you continued to provide traditional resources, but libraries across Michigan have stepped up as crucial institutions in the coordination of public health programs. From COVID testing and vaccination to COVID-related information, libraries have continued to meet the ever-changing needs of their communities, supporting not only strong minds, but strong bodies too. I am so proud to work alongside you as we build a brighter future for all Michiganders.

Again, wishing everyone at the Farmington Community Library a happy March is Reading Month! I send my best wishes for a successful next chapter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gretchen Whitmer".

Gretchen Whitmer
Governor of Michigan

How are we doing?

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

Farmington Community Library is wonderful in customer service.
I appreciate Sharon's (IT) help in providing technical service for MS-word and internet connection.

Turn over to leave a suggestion for Library staff.

Suggestion:

Make computers without passwords.
bigger play area
more people
happier people * laugh *

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!

How are we doing?

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

Need Door opener for your foot so
 you don't need to touch the handle

More kids Toys to play with in
 play stage

Turn over to leave a suggestion for Library staff.

How are we doing?

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

wow out standing yay

Turn over to leave a suggestion for Library staff.

Suggestion:

There should be a ~~separate~~ girls
and boys separate area.

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) Computer station for kids (gaming
Desktops 16x1)
- 2) ~~Free~~ More Free Books
- 3) backup Library cards
- 4) vending machine restock every 4 days
- 5) Playing area: 0-16 yrs

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



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____ Date 2/25/22

Address _____ City Farmington Hills Zip 48334

Phone _____ Email _____

What made your Library visit special?

Judy, Judy, Judy, Judy. She is beyond patient and patience is a skill that must be developed over time! You can only grow in patience through opportunities and situations. Today, I gave Ms. Judy an opportunity to display patience with all my printing challenges and she was absolutely AMAZING!

Turn over to leave a suggestion for Library staff

Suggestion:

I appreciate having someone take time and be giving of themselves in such way. Our community, our world and this library is so much better because of individuals like Her!

*Thank you beyond measure
Your fingers prints are
all over my day. You are appreciated*

*Sincerely,
Jude's Davis*

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!



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____ Date 2-24-22

Address _____ City _____ Zip 48331

Phone _____ Email _____

What made your Library visit special?

I am currently studying for the MCAT and enjoy writing on the whiteboard! I am very thankful that you'll opened up the rooms for 1 person, this allows me to study in a quiet space and utilize the whiteboard/TV without depending on someone else to be in the room w/ me.

Turn over to leave a suggestion for Library staff



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____ Date 2-10-22

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

Heartfelt gratitude to the knowledge & experience of Mr Herbert (IT) & Sharon to walk me thru e-mail documents

Nicola

Turn over to leave a suggestion for Library staff

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote